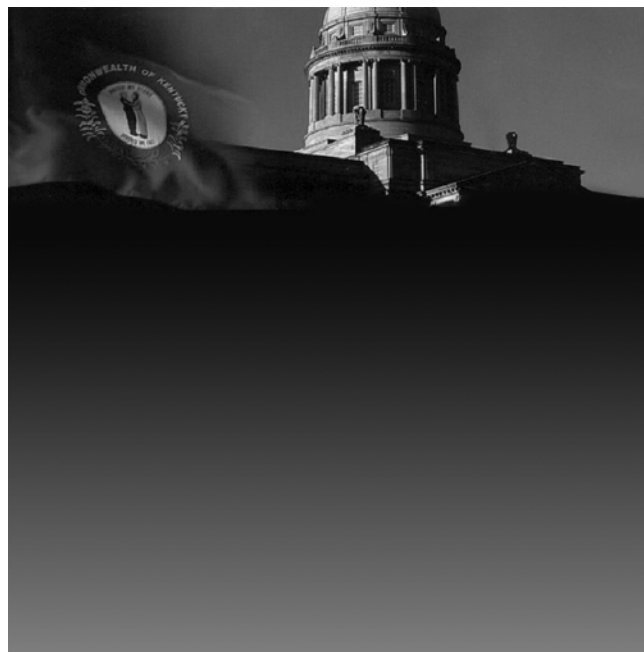


BRASS: OPERATING BUDGET EXECUTION



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Office of State Budget Director

**Commonwealth of Kentucky
OPERATING BUDGET EXECUTION**

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BRASS: Operating Budget Execution

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Topic 1: Introduction to BRASS

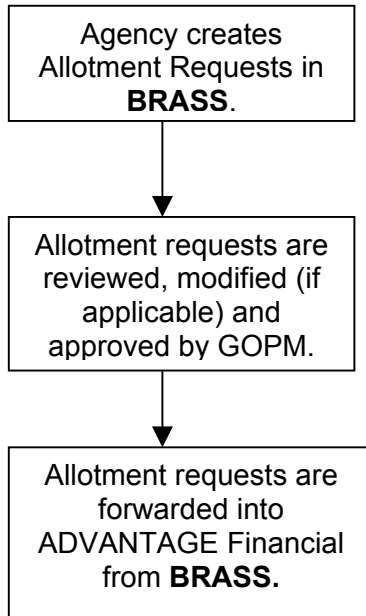
The Budget Reporting and Analysis Support System (**BRASS**) automates the budget preparation process and most of the budget execution process. The rest of the budget execution process is automated in ADVANTAGE Financial. All operating budget execution processes are integrated between **BRASS** and ADVANTAGE Financial. This topic will present an overview of the operating budget execution process.

By the end of this topic, you will be able to:

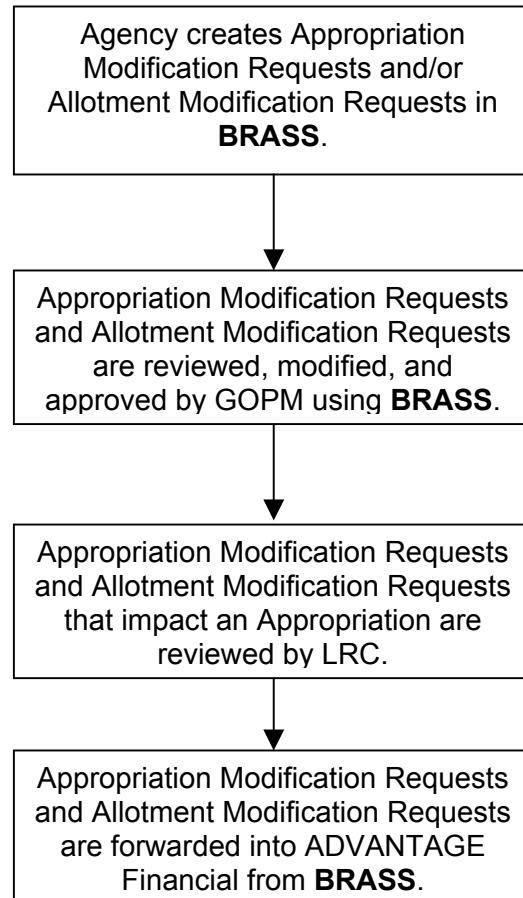
- Describe how **BRASS** is used in the operating budget execution process,
- Describe how **BRASS** and ADVANTAGE Financial interact in the operating budget execution process,
- Describe the **BRASS** Program Field,
- Describe stages,
- Describe the use of forms, views and reports,
- Describe the login process for **BRASS**.

Operating Budget Execution Process

Allotment Requests



Appropriation Modification Requests and Allotment Modification Requests



Operating Budget Execution Process

The Budget Execution process involves processing appropriations, allotments, appropriation modification requests, allotment modification requests and the Quarterly Restricted/Federal fund revisions. The process for each of these functions is discussed below.

Appropriations

- Appropriations are entered in **BRASS** by the Governor's Office for Policy and Management (GOPM) from the enacted appropriation bills, as revised.
- They are then forwarded by GOPM into ADVANTAGE Financial. ADVANTAGE Financial will then use this information in the budget and cash control functions.

Allotment Requests

- Allotment requests are entered in **BRASS** by the agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the allotments.
- GOPM forwards the allotments into ADVANTAGE Financial.

Appropriation Modification Requests

If your agency received a grant that was not expected in the original appropriations bill, you would need to request an increase in your appropriation. To do this, an appropriation modification request would be processed as outlined on the following page. You would also need to complete an allotment modification request form and a Quarterly Revision form concurrently if it is a Restricted or Federal fund modification.

- Appropriation modification requests are entered in **BRASS** by the agencies and submitted to GOPM and a hard copy to LRC.
- GOPM then reviews, modifies (if applicable), and approves the appropriation modification request using **BRASS**.
- The Legislative Research Commission (LRC) reviews the appropriation modification request.
- Once it is approved, GOPM then forwards the appropriation modification into ADVANTAGE Financial using **BRASS**.

Allotment Modification Requests

The Allotment Modification Request process varies slightly depending upon the type of modification. The two types of allotment modifications are requests that **do not** impact an appropriation or requests that **do** impact an appropriation.

Let's look at the process for an allotment modification request that **does not** impact an appropriation. The modification will have a "net zero" impact on the appropriation.

For our discussion, let's assume that the first quarter expenditure activity for your agency will exceed the allotment amount. You can request an allotment modification to move a portion of your fourth quarter allotment to the first quarter. This would not change your overall annual allotment and would have a "net zero" impact on your appropriation.

The process for allotment modification requests that **do not** impact an appropriation is:

- An allotment modification request is entered in **BRASS** by an agency and submitted to GOPM.

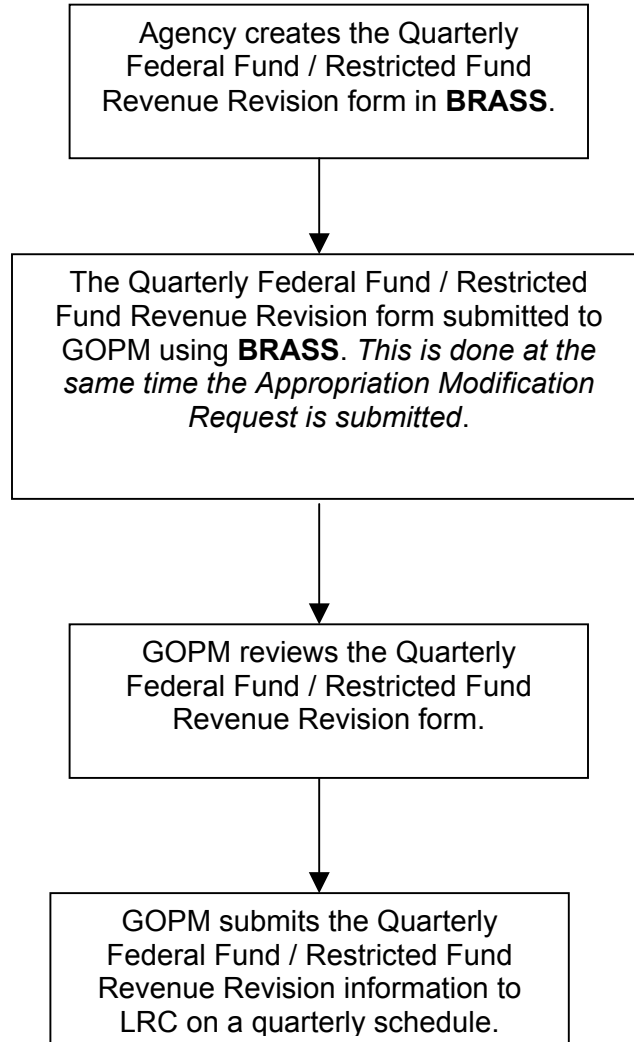
- GOPM then reviews, modifies (if applicable), and approves the allotment modification request using **BRASS**.
- Once it is approved, the allotment is forwarded into ADVANTAGE Financial from **BRASS**.

Let's now look at the process for an allotment modification request that **does** impact an appropriation. Since there is a change in the appropriation, the appropriation modification request and allotment modification request are created and processed concurrently.

Let's continue with the example discussed for the appropriation modification request. Your agency received a grant that was not expected in the original appropriation amount. You need to request an increase in your allotment when you request the increase in your appropriation.

- Allotment modification request forms are entered in **BRASS** by an agency.
- Agency submits written request to GOPM for the allotment modification, including the program code, fund and description of the **BRASS** allotment modification form(s) applicable.
- GOPM then reviews, modifies (if applicable), and approves the allotment modification.
- Once it is approved, GOPM forwards the change into the ADVANTAGE Financial system and submits a copy to LRC.

Operating Budget Execution Process
Quarterly Federal Fund / Restricted Fund Revenue Revision



Quarterly Federal Fund / Restricted Fund Revenue Revisions

The appropriations bill requires any Federal Fund or Restricted Fund Appropriation Modification to be accompanied by information that reflects a revision in the estimated resources available from these funds. This information is submitted by the agency to GOPM. It is then forwarded to LRC by GOPM on a quarterly schedule for their Appropriation review process.

- The Quarterly Revenue Revision information is entered in **BRASS** by the agencies and submitted to GOPM. This information is submitted at the same time the Appropriation Modification is submitted.
- GOPM then reviews the information.
- The Quarterly Revenue Revision information is transmitted by GOPM to LRC on a quarterly schedule.

Recall our new federal grant example. Along with the Appropriation Modification and Allotment Modification Requests, that agency would complete and submit the Quarterly Revenue Revision information to GOPM.

BRASS – ADVANTAGE Financial**Capital Budgets**

How **BRASS** facilitates the budget execution process and how it interacts with ADVANTAGE Financial varies depending upon whether it is a capital or operating budget. The chart below outlines how **BRASS** and ADVANTAGE Financial interact for capital budgets.

	<u>BRASS</u>	<u>AFS</u>
Original appropriation created to establish line-item project appropriation	X	
Original appropriation created to establish a non line-item project appropriation		X
Appropriation modification document created to modify both line-item and non line-item project appropriations		X
Original allotment request created to establish allotment		X
Allotment modification document created to modify Allotment		X
Original budgeted funding created to establish line-item project budgeted funding	X	
Original budgeted funding created to establish non line-item project budgeted funding		X
Adjustments to budgeted funding created to modify both line-item and non line-item budget funding		X

Operating Budgets

BRASS interacts with ADVANTAGE Financial differently for the execution of operating budgets than it does for the execution of capital budgets. The chart below outlines how **BRASS** and ADVANTAGE Financial interact for operating budgets.

	<u>BRASS</u>	<u>AFS</u>
Original appropriation created to establish appropriation	X	
Appropriation modification request created to modify appropriation	X	
Appropriation modification request forwarded to ADVANTAGE Financial		X
Original allotment request created to establish allotment	X	
Allotment modification request created to modify allotment	X	
Allotment modification request forwarded to ADVANTAGE Financial		X

BRASS PROGRAM FIELD BUDGET EXECUTION

Level Number	Level Description	Consolidating Units (C)	Non-Consolidating Units (N)
1	Commonwealth	Commonwealth	
2	Branch of Government	Branch of Government	
3	Cabinet	Cabinet	
4	Combined Appropriations	Combined Appropriations	
5	Budget Bill Appropriation Unit	Budget Bill Appropriation Unit	
6	Appropriation Program/Allotment Roll-up	Allotment Roll-up	Appropriation Program Entry
7	Allotment Program		Allotment Program Entry

BRASS Program Field

The most important field in **BRASS** is the Program field. This field is actually a table where the Appropriation, Allotment, and all of their “roll-ups” or consolidations are identified. The Program field is also used to determine each user’s security access.

There are two major elements of the Program field that affect how you use and understand it:

1. The Program field is hierarchical – meaning that information at a lower level rolls-up or consolidates to all levels above it.
2. The Program field includes both consolidating (roll-up) and non-consolidating (entry) units. Example: an Allotment program is a non-consolidating unit in the Program field for Budget Execution.

How the Program Field will be used

The Program field will be used every time you want to enter information into a **BRASS** Budget form. You will always select a Program unit on the “Outside of the Form” screen. Knowing the Program field’s hierarchies, or levels, will be necessary for Spreadsheet Views and Reports.

The Commonwealth will use 7 levels of the Program field. You can think of each of these levels as a stop on a staircase. Each level reports to the next higher level in the hierarchy. If information is entered at level 7, then that information “rolls-up” or consolidates to each of the 6 levels above it. If you want to view information in **BRASS** from a “top-down” perspective, and you select level 5, then you will see the level 5 information and any information at levels 6 and 7 below it.

**Example: Justice Cabinet's
Department of State Police**

Level	Level Description	C or N	Code	Description
1	Commonwealth	C	STATE	Commonwealth of Kentucky
2	Branch of Government	C	EXEC	Executive Branch
3	Cabinet	C	CB32_CAB	Justice Cabinet
4	Combined Appropriations	C	JUST_CMAP	Justice Operations
5	Budget Bill Appropriation Unit	C	520_BILL	State Police
6	Appropriation Program Entry	N	520D0	State Police
6	Allotment Roll-up	C	520D0_AL	State Police – Allotment Roll-up
7	Allotment Program Entry	N	520DA0	State Police Administration

Consolidating and Non-Consolidating Units

A unit in the Program field can be set up as Consolidating (roll-up) or Non-consolidating (entry only). These are represented in **BRASS** as a “**C**” for Consolidating and an “**N**” for Non-Consolidating. **BRASS** allows for one level of the hierarchy to include both Consolidating and Non-consolidating units. A brief description of each level is listed below.

Level 1 Consolidating – Commonwealth: this is the roll-up for all three branches of government.

Level 2 Consolidating – Branch of Government: this is the level for the roll-up of each branch of government.

Level 3 Consolidating – Cabinet: this is defined as the MARS Cabinet within the ADVANTAGE Financial system (Agency Class).

Level 4 Consolidating – Combined Appropriations: this level is used for reporting purposes only.

Level 5 Consolidating – Budget Bill Appropriation Unit: this will represent the actual Appropriation level included in each branch Appropriations bill.

Level 6 Non-Consolidating – Appropriation Program Entry: this serves the following purposes for Budget Execution: 1) The level at which Appropriations are entered into **BRASS** for the **BRASS/ADVANTAGE** integration during the Budget Execution process; and 2) Agency entry for the Quarterly Restricted/Federal Fund Revenue Revision form. Having this “N” level at level 6 provides for Restricted Fund Appropriations by ADVANTAGE fund (1300, 2100, 2400, etc.) to be entered at this level, and allows them to be consolidated and reported at level 5.

Level 6 Consolidating - Allotment Roll-up: this unit consolidates all Allotment Programs for Budget Execution.

Level 7 Non-Consolidating – Allotment Entry: for Budget Execution this unit will be used for ADVANTAGE Allotment programs. It will be the selected unit for Allotment requests and Allotment modifications.

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General Fund (0100)

Appropriation Total: \$2,055,200

534EC0	General Blind Services	\$948,700
534EJ0	Ky Business Enterprise Program	\$173,500
534EL0	Center for Independent Living	\$933,000

BudExec.1

Operating Budget Allotment Attributes

Operating budget allotments have three attributes:

- Allotment Program
- Allotment by Object Type
- Allotment Period

In ADVANTAGE Financial, Allotment Programs can be used to control spending within a specified time period and to control spending by Object Type for the General Fund.

Allotment Program

An Allotment Program is a subset of an Appropriation Program by Fund. You can have more than one allotment program for an associated appropriation. In **BRASS**, Allotment Programs are displayed with the first three characters representing the MARS Agency Code and the last three characters representing the Allotment Program Code.

In this example, the Appropriation Program for the Department for the Blind (E0) is divided into three Allotment Programs as follows:

- EC0 General Blind Services
- EJ0 Ky Business Enterprise Program
- EL0 Center for Independent Living

The Allotment Programs in **BRASS** will match the Program Reference Table in ADVANTAGE Financial through use of the Form SAS-14. The SAS-14 is designed for use in both **BRASS** and ADVANTAGE Financial and is available through E-Forms. This will ensure that the program codes are the same in both systems.

Allotments by Object Type

Object Types for the General Fund

Object Type 01	Personal Services
Object Type 03	Operating Expenses
Object Type 04	Grants, Loans, Benefits
Object Type 05	Debt Service
Object Type 06	Capital Outlay

Quarterly Allotments

- 1st Quarter (July-Aug-Sept)**
- 2nd Quarter (Oct-Nov-Dec)**
- 3rd Quarter (Jan-Feb-Mar)**
- 4th Quarter (Apr-May-June)**

Allotments by Object Type

The Object Type is used to control spending for General Fund Allotment Programs for Object Types: Personal Services; Operating Expenses; Grants Loans Benefits; Debt Service; and Capital Outlay.

Allotment Programs established in the General Fund (0100) will be set-up with an associated Object Type. Allotment Program accounts for the Federal Fund, Restricted Fund, Road Fund, and some selected General Fund accounts will be established with no object type (denoted as Neither in ADVANTAGE Financial and Non-Breakdown in **BRASS**). The General Fund Object Types are shown to the left on Page 1 - 18.

Allotment Period

In addition to the segregation of Allotment Program Budgets by Object Type, these budgets are also split by time period – quarters. The breakout by quarters is shown to the left on Page 1 – 18.

Allotment Objects

Allotment Object	Description
B001	Regular Allotment
B002	Continued Allotment
B003	Special Allotment
B004	Allotment Revision Due to Reorganization
B005	Necessary Government Expense Allotment Revision
B006	Allotment of Current Year Appropriation
B007	Allotment from Surplus Expenditure Plan
B009	Budget Reduction Allotment
B010	Other Allotment Revisions
B011	Tobacco Settlement - I

Allotment Objects

Allotment transactions are differentiated through the use of Allotment Objects that indicate whether the Allotment was the original or a revision. For example, Regular Allotments (Allotment Object B001) represent allotments that are prepared during the regular allotment request process. However, Other Allotment Revisions (B010) represent some actions that result from the allotment modification request process. A list of allotment objects and their definitions are shown below. You should note that Allotment Object B001 and B011 are the only ones you would use during the allotment request process.

In **BRASS**, field AA-Object (Appropriation/Allotment Object Table) is where the Appropriation and Allotment objects will be stored. The intended uses of Appropriation and Allotment objects are to track and report original budgets and changes to those budgets by selected characteristics.

❑ **Regular**

Regular Appropriation (A001)

Regular Allotment (B001)

Operating budget appropriation and associated Operating budget allotments that originate from a Regular Session of the General Assembly and a branch of government appropriations act.

❑ **Continued**

Continued Appropriations (A002)

Continued Allotment (B002)

Operating budget appropriation balances and associated allotment balances forwarded from the prior fiscal year.

❑ **Special**

Special Appropriation (A003)

Special Allotment (B003)

Operating budget appropriation and associated Operating budget allotments that originate from an appropriation provision in any act of the General Assembly that is not the first biennial branch of government appropriations act; and any appropriation provision passed during an Extraordinary Session that is not the first biennial branch budget.

❑ **Revision Due to Reorganization**

Appropriation Revision Due to Reorganization (A004)

Allotment Revision Due to Reorganization (B004)

Operating budget appropriations and associated allotments that are transferred due to a reorganization/Executive Order action.

❑ **Mandated**

Mandated Appropriation (A005)

Mandated Allotment (B005)

Operating budget appropriation and associated Operating budget allotments due to Necessary Government Expense authorization.

❑ **Current Year**

Current Year Appropriation (A006)

Current Year Allotment (B006)

Operating budget appropriation and associated Operating budget allotments originating from a Regular Session of the General Assembly and a branch of government appropriations act for the current fiscal year. These occur biennially in the even numbered years.

❑ **Surplus Expenditure Plan**

Appropriation from Surplus Expenditure Plan (A007)

Allotment from Surplus Expenditure Plan (B007)

Operating budget appropriations and associated Operating budget allotments that occur based on a Surplus Expenditure Plan.

❑ **Budget Reduction Revision**

Budget Reduction Appropriation Revision (A009)

Budget Reduction Allotment Revision (B009)

Operating budget appropriation and associated Operating budget allotment revisions due to an official budget reduction.

❑ **Other Appropriation/Allotment Revision**

Other Appropriation Revision (A010)

Other Allotment Revision (B010)

Operating budget appropriation and associated Operating budget allotment other revisions not addressed by the above codes.

❑ **Tobacco Settlement**

Tobacco Settlement – I Appropriations (A011)

Tobacco Settlement – I Allotments (B011)

Operating budget appropriation and associated Operating budget allotments that occur based on the Phase I Tobacco Settlement.

Stages

Stages are the means by which forms progress through the Budget Execution process. The number of stages and how they progress will vary slightly depending upon the type of form.

When a form is ready to progress from one stage to another, notification must be sent to the user/agency responsible for the next stage (i.e., GOPM). The form will then be pulled to the next step by that user/agency.

Once a form has been pulled from one stage to another, access to the form will change. In other words, the stage that the form is in will govern the access to that form. Assume that Stage 1 of your form is Agency Submission and Stage 2 is GOPM review. When GOPM pulls the form to Stage 2, the Stage 1 agency will no longer have access to look at or modify the form.

Forms, Views and Reports

Forms

BRASS uses forms as a point of entering information for the system. Forms are templates that you access from the list of forms available to your agency. Forms contain specific information for that specific action such as allotment modification requests.

Views

Views access information contained in forms and display them in a data table format such as you would see in a spreadsheet program. Views are able to access information from either one form or multiple forms. You can export the information contained in views into other spreadsheet or database programs for further analysis.

Reports

There will be form reports that are available for each form created and represent a print out of the form. There are also standard reports that access information that was entered through forms. They contain information entered in **BRASS** but will not contain additional information entered in ADVANTAGE Financial.

BRASS Logon Procedures

Prior to the beginning of each fiscal year, a new **BRASS** database will be created for Budget Execution purposes. Users with access to the current fiscal year database for Budget Execution will be granted access to the new fiscal year database. Each fiscal year, users will be required to login to the new fiscal year database and create a password before access to the **BRASS** functions for their agency is granted.

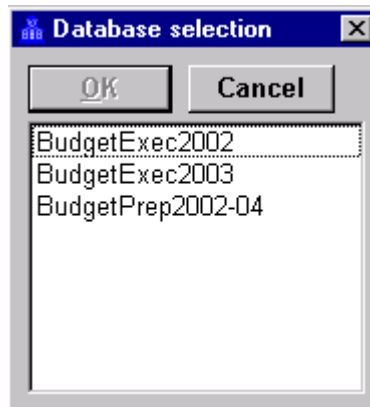
Access to the **BRASS** functions for the agency will not be immediate. During the Allotment process (month of May), access will be granted during a nightly cycle for those users who have created their password during the business day. After the Allotment process, access will be granted when a user notifies the **BRASS** Administrators that they have successfully created a password. The **BRASS** Administrators will then notify the user once the access has been completed.

Users who do not create a password in **BRASS** within 30 days of the notification that access has been granted will have their access revoked.

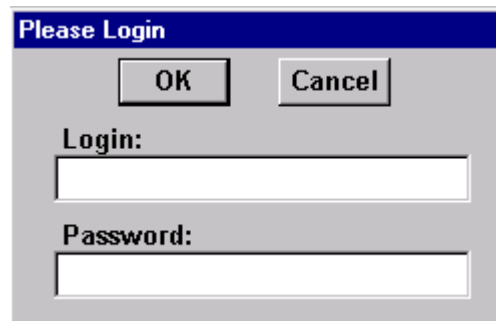
BRASS: Operating Budget Execution

To login to **BRASS**, double-click on the **BRASS** icon on your screen or in the MARS Application folder on your screen. The hourglass may appear and then disappear before **BRASS** loads. If you are sure you have double-clicked once, do not double-click again.

When the Database selection box appears, select the appropriate database and click **OK**. Note: Each database shown is an individual database. Users must login to each database and create a different password in each one.



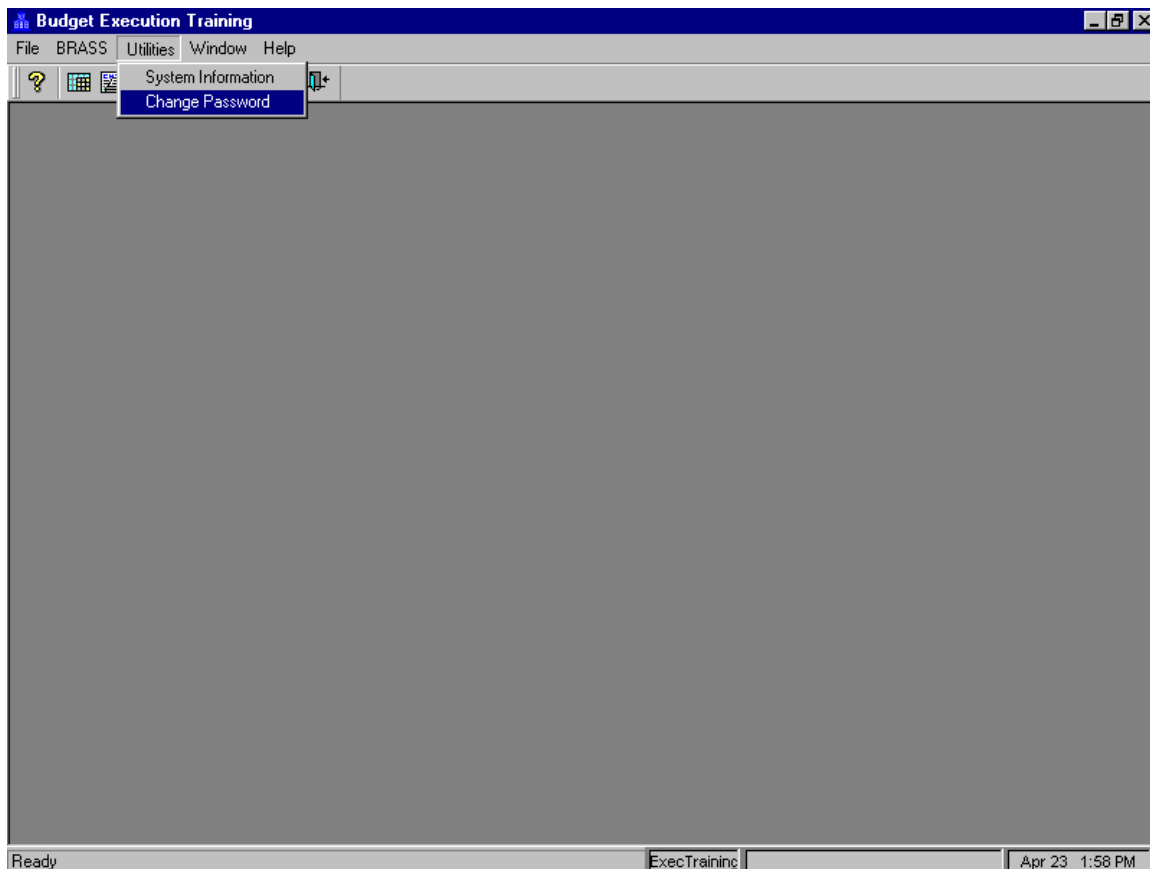
Once the **BRASS** login screen appears, enter the User ID provided to you in the Login field. If this is your first login to this database in **BRASS**, leave the Password field blank and click **OK**. You are required to create a password before access to the **BRASS** functions for your agency is granted.



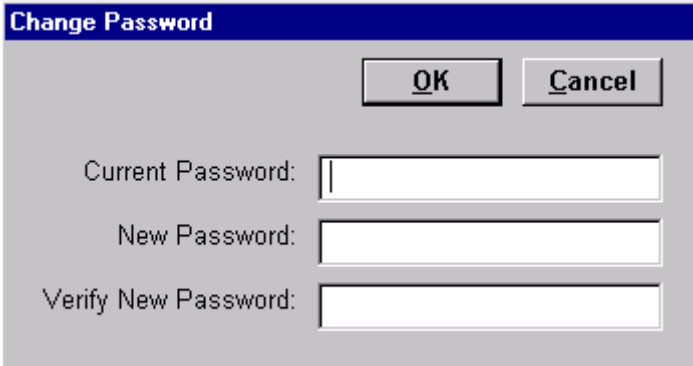
BRASS Password Procedures

Appropriate password security is very important. Your password is used to ensure that you are the person entering data or making changes, and that you are authorized to enter that data or make those changes. Having a password that is unique and not easily guessed is the best way to ensure the secrecy of your password. Refer to the MARS Guideline: Users' Password Security (<http://www.state.ky.us/agencies/adm/mars/MARSGuidelinePasswordSecurities101001.doc>) for guidelines in creating MARS passwords.

To change your **BRASS** password, from the main **BRASS** screen, click on **Utilities** —————> **Change Password**.



Change password: When the Change Password dialog box appears, enter your current password in the **Current Password** field. If you do not have a password leave this field blank. Tab to the **New Password** field and enter a password of your choice. Your password must be between 8 to 32 characters in length and should contain both alpha and numeric characters. Special characters are not permitted. Tab to the **Verify New Password** field and re-enter your new password. Click **OK**.

A screenshot of a 'Change Password' dialog box. The dialog has a blue title bar with the text 'Change Password'. Below the title bar, there are two buttons: 'OK' and 'Cancel'. Below the buttons, there are three text input fields. The first field is labeled 'Current Password:', the second is labeled 'New Password:', and the third is labeled 'Verify New Password:'. Each field has a small vertical line on the left side, indicating it is a password field.

Change Password

OK Cancel

Current Password:

New Password:

Verify New Password:

Once you have created a password, you will use it each time you sign on to **BRASS**. **Remember your password**; system administrators do not have a record of it and cannot provide it to you if you forget.



In this topic, you learned about:

- How **BRASS** is used in the budget execution process,
- How **BRASS** and ADVANTAGE Financial interact in the budget execution process,
- The use of the **BRASS** Program field,
- The use of stages, forms, views and reports,
- How to login to **BRASS**, and
- How to send **BRASS**-Grams.

In the next topic, you will learn more about the allotment request process.

Topic 2: Allotment Requests for Operating Budget Execution

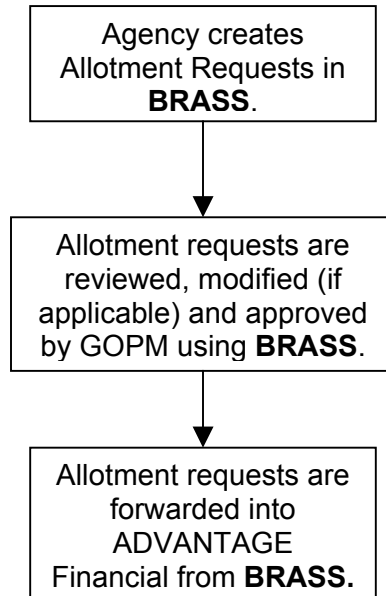
This topic provides information about the allotment request process and how to prepare Allotment Request forms. Accessing and utilizing available spreadsheet views will also be discussed. The MARS: Capital Construction course discusses capital budget execution.

By the end of this topic, you will be able to:

- Describe the Allotment Request process for operating budgets,
- Complete a representative Allotment Request form,
- Access a report associated with Allotment Request form,
- Refresh a report, and
- Compare Allotment Request to Appropriation.

Allotment Request Process

Allotment Requests



Allotment Requests

After the Biennial Budget Preparation process has been completed and the Appropriation bills enacted, the Governor's Office for Policy and Management (GOPM) will process the Appropriations. It is at this point that Allotment Request forms are completed and processed. The Allotment Request process must be completed prior to the beginning of each fiscal year.

GOPM initiates the allotment request process through communication with all state government organizational entities. This communication outlines the Allotment Request process and all of the guidelines on preparing the allotment information.

Allotment requests follow the process below:

- Allotment requests are entered in **BRASS** by the agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the allotments.
- GOPM forwards the allotments into ADVANTAGE Financial.

Allotment Request Form “Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			1,900,000	1,900,000	1,900,000	1,900,000	0	7,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			1,600,000	1,600,000	1,600,000	1,600,000	0	6,400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			550,000	550,000	550,000	550,000	0	2,200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

Ready ExecTraining Apr 23 4:45 PM

Allotment Request Form

The Allotment Request form is used to enter the requested amounts for each Allotment Program prior to the beginning of each fiscal year. Allotment Request forms are processed after the Appropriation process is completed. **BRASS** has one Allotment Request form for each discrete Fund and Appropriation Program Combination.

For example, The Department of Parks has four General Fund Allotment Program accounts and four Restricted Fund Allotment Program Accounts. In this situation, the Department of Parks would complete two Allotment Request Forms, one for each Fund. All Allotment Programs with the same Fund can be submitted on the same form.

It is important to note that if an Allotment Program account will not have any allotment amounts, then you do **not** complete a **BRASS** Allotment Request form for that Allotment Program account. Also, only the Object Types used by an Allotment Program need to be included in the lines of the Allotment Request form.

The screen view shows a completed Allotment Request form for the Department of Parks. This form is for the Department of Parks General Fund Appropriation Program: State Resort Parks. The Department of Parks has a total of four General Fund Allotment Program accounts. This Allotment Request form includes all General Fund Allotment Program accounts for the Department of Parks.

Allotment Request Form “Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			1,900,000	1,900,000	1,900,000	1,900,000	0	7,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			1,600,000	1,600,000	1,600,000	1,600,000	0	6,400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			550,000	550,000	550,000	550,000	0	2,200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

Ready ExecTraining Apr 23 4:45 PM

Let's look at a few of the key fields:

The Allotment Program Codes are: 670CA0, 670CB0, 670CC0, AND 670CD0. Remember that the 670 represents the MARS agency code and the CA0 represents the Allotment Program Code.

The Fund Code is the same four-digit fund code that would be used in ADVANTAGE Financial.

The Object Type is the same two-digit Object Type Code that would be used in ADVANTAGE Financial.

The Allotment Periods are broken down by Qtr1, Qtr2, Qtr3, Qtr4 and Unallotted. Amounts are entered in each of the appropriate quarters for each Object Type.

The buttons below the title line perform the following functions:

Insert – When you enter the form, the hand pointer is on Line 1. If you are entering several Allotments within this Appropriation and fund, you must do it on different entry lines on the same form. To add additional lines, click on **Insert**.

Delete – If you find you need to delete a line that you've entered, make sure that all amounts on the line to be deleted are zero. Click the mouse pointer on that line, and then click the mouse pointer on **Delete**.

Move – This button is used to rearrange the order of the lines in the form. Click on the line that you wish to move and then click your mouse pointer on **Move**. The mouse pointer will change shape to a circle with a diagonal line in it. Move the cursor to the location you want to move the line to and click your left mouse button. The line will move to the new location.

Allotment Request Form

“Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			1,900,000	1,900,000	1,900,000	1,900,000	0	7,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			1,600,000	1,600,000	1,600,000	1,600,000	0	6,400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			550,000	550,000	550,000	550,000	0	2,200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

Ready ExecTraining Apr 23 4:45 PM

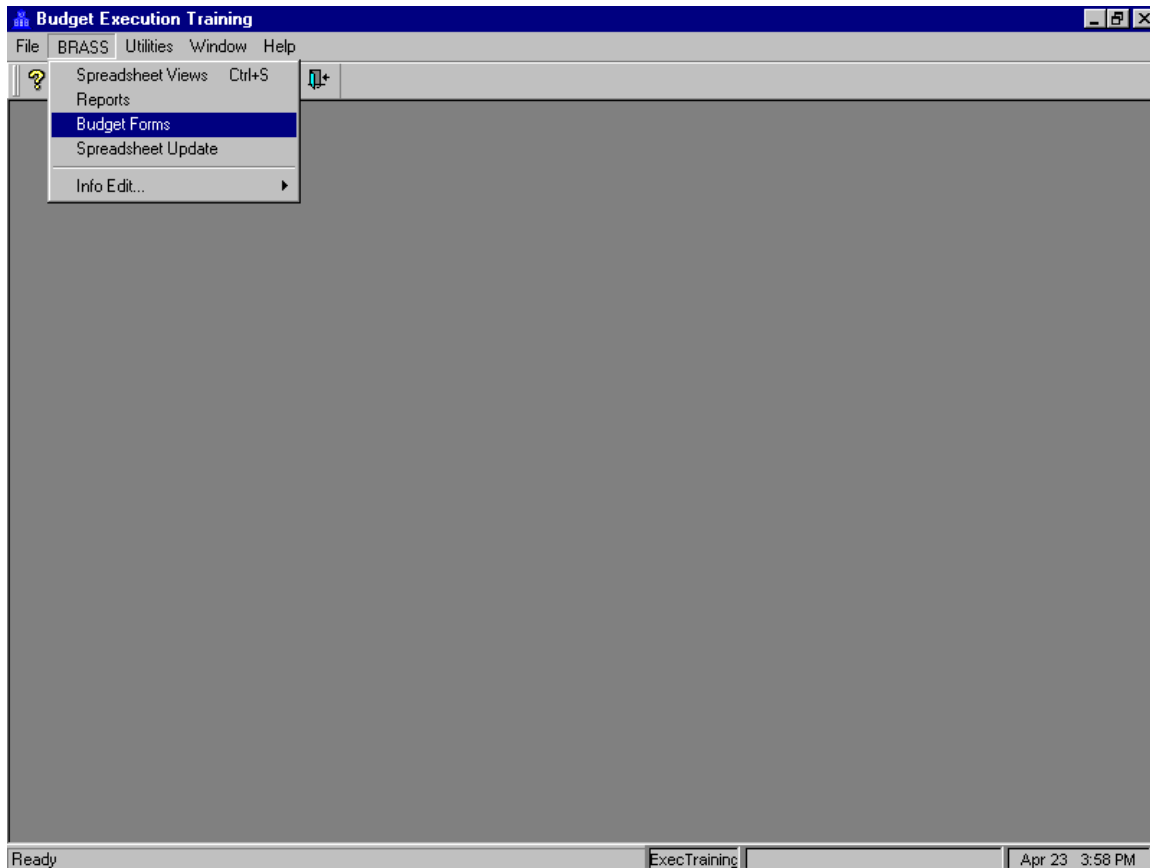
*(Note: It is possible in **BRASS** to move a line below the total line. However, if you do this, the total will not change, so if you're not careful, your form will begin to look very odd.)*

Audit – This button is used to access the audit trail for **BRASS** forms. The audit trail is only created when the form is saved and posted to the database. For Budget Execution purposes, the audit button is only useful on the Allotment Request and Quarterly Revision forms.

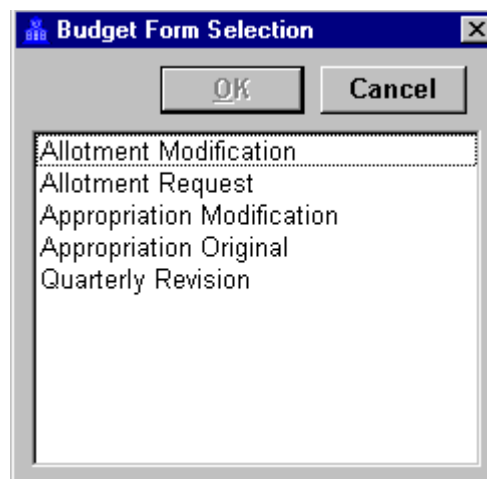
For forms that do save and post in more than one stage, the audit trail lists each transaction (line in the budget form) by stage, with a User ID and date/time stamp of when the entry was made.

You will also see the audit trail feature working when you change a number previously entered in a saved form. A Reason for Change dialog box will appear.

BRASS Menu Option



Budget Form Selection Window



Accessing an Allotment Request Form

Let's do a walkthrough to create an Allotment Request form for a General Fund Allotment Program account.

The first step is to access the correct Budget Form. To do that, you would complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Request form.

Step 3: Select **Allotment Request**

The Allotment Request (outside of the form) should now be displayed.

Allotment Request “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The title bar reads 'Budget Execution Training' with standard window controls. The menu bar includes 'File', 'BRASS', 'Utilities', 'Window', and 'Help'. The toolbar contains icons for help, grid, report, print, and other functions. A dialog box titled 'Allotment Request' is open, featuring a 'Report' button, 'OK' button, and 'Cancel' button. The dialog contains four input fields: 'Program:', 'Fund:', 'Agency:', and 'AA-Objects:', each followed by a text box. To the right of these fields is a 'Serial Number:' label followed by a dropdown menu. The status bar at the bottom shows 'Ready', 'ExecTraining', and the date/time 'Apr 23 3:59 PM'.

Budget Execution Training

File BRASS Utilities Window Help

Report OK Cancel

Program:

Fund:

Agency:

AA-Objects:

Serial Number:

Ready ExecTraining Apr 23 3:59 PM

Completing the “Outside of the Form”

Let's populate this screen:

Step 1: *Program* field. This field is used to designate which Allotment Program to use. Click on the down arrow and type the agency code “☺☺☺”. All eligible Non-Consolidating data elements in the program table will be in the drop-down list.

Notice how the menu list goes directly to the first Program for Agency “☺☺☺”.

Step 2: Choose “☺☺☺☺☺_AL”.

Important Note: The drop down list will only include the programs for which you have security access. The Appropriation Unit (which is the 3-digit MARS Agency and 2-digit Appropriation Program Code) will be followed by _AL in the drop down list.

Step 3: *Fund* field. This field is used to designate which Fund to use. Click on the down arrow and select “0100 General Fund”. Note that “0100” is the same fund code used for General Fund in ADVANTAGE Financial.

Step 4: *Agency* field. This field is used to designate which Agency to use. This should be the same Agency that is represented in the first three characters of the Program field. This is your MARS Agency code. Click on the down arrow and select “☺☺☺”.

Allotment Request “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The menu bar includes 'File', 'BRASS', 'Utilities', 'Window', and 'Help'. The toolbar contains icons for help, grid, print, and other functions. A dialog box titled 'Allotment Request' is open, featuring the following fields and controls:

- Program:** 670C0_AL
- Fund:** 0100
- Agency:** 670
- AA-Objects:** B001
- Serial Number:** (New) (dropdown menu)
- Description:** Parks Allotment Request
- Stage:** 1 (dropdown menu) ()
- Priority:** (dropdown menu)
- Type:** (dropdown menu)
- Code 1:** (dropdown menu)
- Code 2:** (dropdown menu)
- Code 3:** (dropdown menu)
- Code 4:** (dropdown menu)

Buttons at the top of the dialog include 'Report', 'OK', and 'Cancel'. The status bar at the bottom shows 'Ready', 'ExecTraining', and the date/time 'Apr 23 4:31 PM'.

- Step 5:** *AA-Object* field. This field is used to identify the allotment object. For the Allotment Request form you will choose B001 except for allotments funded from the Tobacco Settlement – Phase I funds. For those allotments, select B011 in this field. Click on the down arrow and select “B001”.
- Step 6:** *Serial Number* field. If you are creating a new form, you would select “(New)” and a serial number will be assigned by the system. If you are accessing a form that has already been created, then you would choose the correct serial number from the drop down list. Click on the down arrow and select “(New)”.
- Step 7:** *Description* field. The *Description* field is where you will assign a name to your Allotment Request form. This name will always be assigned to this Allotment Request form. Remember, each Fund, Appropriation Program, and Allotment Object combination will have its own form. The Description Name will be the way you can identify which Appropriation Unit/Fund a Form represents (as it will be displayed across the top of the form). You may enter up to 30 characters with spaces. A good “rule of thumb” would be to enter the Appropriation or Agency followed by the Fund abbreviation. Type in a description.

Allotment Request “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. Inside, an 'Allotment Request' dialog box is open. The dialog box contains the following fields and controls:

- Buttons:** 'Report', 'OK', and 'Cancel' are located at the top right of the dialog.
- Program:** A text field containing '670C0_AL'.
- Fund:** A text field containing '0100'.
- Agency:** A text field containing '670'.
- AA-Objects:** A text field containing 'B001'.
- Serial Number:** A dropdown menu currently showing '(New)'.
- Description:** A text field containing 'Parks Allotment Request'.
- Stage:** A dropdown menu showing '1' and a '()' button.
- Priority:** A dropdown menu.
- Type:** A dropdown menu.
- Code 1:** A dropdown menu.
- Code 2:** A dropdown menu.
- Code 3:** A dropdown menu.
- Code 4:** A dropdown menu.

The main application window has a menu bar with 'File', 'BRASS', 'Utilities', 'Window', and 'Help'. The status bar at the bottom shows 'Ready', 'ExecTraining', and the date/time 'Apr 23 4:31 PM'.

Step 8: *Stage* field. This field indicates the stage the document is in the process cycle. Click on the down arrow and select “Stage 1 Agency Request”. This represents the initial Agency Request stage for the Allotment Request process.

It is important that you understand stages in **BRASS**. Stages are used to distinguish between various users at different points in the budget execution process. Your access to stages for online budget forms is determined by your security profile.

Hint: You can tell the stage of a particular form from the () to the right of the Stage field. If the form has been used before and saved, the number in the parentheses shows the stage in which the form was last saved. If this is the first time this form has been created but not used (New), the parentheses will be blank.

Subsequent users advance forms to the next stage once they are completed. Once a completed form is ready to submit, the agency will notify its assigned GOPM Analyst per Commonwealth procedures. GOPM will access the form online and advance it to the next stage.

Depending on the procedures established in your agency, Stage 1 and Stage 2 entries may be done by the same person.

Allotment Request “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. Inside, an 'Allotment Request' dialog box is open. The dialog box contains the following fields and controls:

- Buttons:** 'Report', 'OK', and 'Cancel' are located at the top right of the dialog.
- Program:** Text box containing '670C0_AL'.
- Fund:** Text box containing '0100'.
- Agency:** Text box containing '670'.
- AA-Objects:** Text box containing 'B001'.
- Serial Number:** Dropdown menu currently showing '(New)'.
- Description:** Text box containing 'Parks Allotment Request'.
- Stage:** Dropdown menu showing '1' and a '()' button.
- Priority:** Dropdown menu.
- Type:** Dropdown menu.
- Code 1:** Dropdown menu.
- Code 2:** Dropdown menu.
- Code 3:** Dropdown menu.
- Code 4:** Dropdown menu.

The status bar at the bottom of the application window shows 'Ready', 'ExecTraining', and the date/time 'Apr 23 4:31 PM'.

Seven (7) stages are used to process the Allotment Request form:

- Stage 1** Initial entry by agency personnel.
- Stage 2** Final agency approval/official submission.
- Stage 3** Initial GOPM review.
- Stage 4** GOPM approval.
- Stage 5** Reserved.
- Stage 6** Reserved.
- Stage 7** Posting to ADVANTAGE.

IMPORTANT: Once the form has been advanced to the next stage, you cannot access it again in an earlier stage. You will not even see it on the drop down menu of serial numbers and descriptions unless your form security access level allows access to that stage

GOPM will access the form online and advance it to the next stage. Following GOPM review and approval, GOPM will advance the form to another stage. The information will then be loaded in ADVANTAGE Financial.

Step 9: Leave the following fields blank.

- Priority
- Code 1
- Code 2
- Code 3
- Code 4
- Type

Note: These are reserved for use at a later date.

Step 10: Click “OK”. The Allotment Request form that you just named will be created.

Now, we will populate the Allotment Request Form.

Allotment Request “Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

Ready ExecTraining Apr 23 4:46 PM

Completing the “Inside of the Form”

Each line on the Allotment Request form can correspond to one object type. Recall that the Object Types are:

- Personal Services (01)
- Operating Expenses (03)
- Grants, Loans, Benefits (04)
- Debt Service (05)
- Capital Outlay (06)
- Non-Breakdown (NBK): Federal Fund, Restricted Fund, Road Fund, and selected General Fund Allotment Program accounts.

The Allotment Request form is a template that has predefined columns. These are the Allotment Period columns, the unallotted column and a column that reports the total of the line(s). The total column is a protected column.

Allotment Request “Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Populating the Allotment Request Form

Navigation Tip: Remember that you move through your form using the <TAB> key. **DO NOT HIT <ENTER>** to move from cell to cell. If you hit <ENTER>, you will save the information.

The first thing you need to do in a form is to create your lines. These lines are for your Program and Object Types.

Step 1: Click on the Insert button 5 times to insert the number of lines you can use for each Program. These 5 lines represent the maximum number of Fund/Object Type combinations that are possible. You may use fewer than this, depending upon your needs. Remember, you can have more than one Program for each Fund. Thus, you could insert additional lines for each Allotment Program.

Step 2: In the *Program* field for each line, Select the down arrow and choose ☺☺☺☺☺☺ (Agency and Allotment).

Step 3: In the Object field for line 1, select the Down Arrow and choose “01 Personal Services”.

Allotment Request “Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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BRASS: Operating Budget Execution

Step 4: In the Object field for line 2, select the Down Arrow and choose “03 Operating Expenses”.

Step 5: In the Object field for line 3, select the Down Arrow and choose “04 Grants, Loans, Benefits”.

You have entered the Object Types that you will need for this Allotment Request form. Now, let's delete the two extra blank lines.

Step 6: In the Seq field for line 4, select the Delete button. The first blank line should now be removed from the form.

Step 7: Repeat Step 6 for the remaining blank line.

Allotment Request Form Grouped by Program

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CA0			2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
	670CB0			1,900,000	1,900,000	1,900,000	1,900,000	0	7,600,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
	670CC0			1,600,000	1,600,000	1,600,000	1,600,000	0	6,400,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
	670CD0			550,000	550,000	550,000	550,000	0	2,200,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

Ready ExecTraining Apr 23 4:46 PM

BRASS: Operating Budget Execution

Once you have created the lines, you are now ready to enter the quarterly allotment request amounts for each Object Type. (Reminder: round to the nearest \$100)

Step 8: Enter the information below for Object Type 01 Personal Services.

	Personal Services
QTR 1	2,500,000
QTR 2	2,500,000
QTR 3	2,500,000
QTR 4	2,500,000

Step 9: Enter the information below for Object Type 03 Operating Expenses.

	Operating Expenses
QTR 1	300,000
QTR 2	300,000
QTR 3	300,000
QTR 4	300,000

Step 10: Enter the information below for Object Type 04 Grants, Loans, Benefits.

	Grants, Loans, Benefits
QTR 1	1,000,000
QTR 2	1,000,000
QTR 3	1,000,000
QTR 4	1,000,000

BRASS: Operating Budget Execution

Allotment Request Form Grouped by Object Type

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
			01	4,200,000	4,200,000	4,200,000	4,200,000	0	16,800,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
			03	1,800,000	1,800,000	1,800,000	1,800,000	0	7,200,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
			06	650,000	650,000	650,000	650,000	0	2,600,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

Ready ExecTraining Apr 23 4:47 PM

Micro-Finder Tool

The Micro-Finder Tool in **BRASS** helps you to see the title of an Object Type while in a budget form. To do this, place your cursor on the Object Type cell and the full title will appear in the lower left hand corner.

Use the Micro-Finder to view the full titles for each Object Type cell.

Net Cost Field/Column Totals

At the top of each budget form, there is a field that reads “Net Cost”. This field will let you define the column totals in the budget form. You can choose sum of expenses, sum of revenues, or net total of expenses and revenues. This tool will allow you to see updated column totals without having to access a Spreadsheet View or Report.

In your Allotment Request form, the Objects are defined as “expenses” in **BRASS**. Since there are no revenue Objects, the Net Cost column total are adds all expense objects. These are reflected in the blue numbers at the bottom of each column.

Allotment Request Form Grouped by Object Type

Budget Execution Training

File BRASS Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General

Seq	Program	Fund	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted	Y1TLGORG
1	670CA0	0100	01	2,000,000	2,000,000	2,000,000	2,000,000		8,000,000
4	670CB0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
7	670CC0	0100	01	1,000,000	1,000,000	1,000,000	1,000,000		4,000,000
10	670CD0	0100	01	200,000	200,000	200,000	200,000		800,000
			01	4,200,000	4,200,000	4,200,000	4,200,000	0	16,800,000
2	670CA0	0100	03	500,000	500,000	500,000	500,000		2,000,000
5	670CB0	0100	03	500,000	500,000	500,000	500,000		2,000,000
8	670CC0	0100	03	500,000	500,000	500,000	500,000		2,000,000
11	670CD0	0100	03	300,000	300,000	300,000	300,000		1,200,000
			03	1,800,000	1,800,000	1,800,000	1,800,000	0	7,200,000
3	670CA0	0100	06	100,000	100,000	100,000	100,000		400,000
6	670CB0	0100	06	400,000	400,000	400,000	400,000		1,600,000
9	670CC0	0100	06	100,000	100,000	100,000	100,000		400,000
12	670CD0	0100	06	50,000	50,000	50,000	50,000		200,000
			06	650,000	650,000	650,000	650,000	0	2,600,000
				6,650,000	6,650,000	6,650,000	6,650,000	0	26,600,000

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Saving the Allotment Request Form

After you have completed populating the fields, you will want to save the form. There are two ways to save the form, depending upon if you want to keep the form open or wish to close it.

If you want to save the form and keep it open, you would select the Apply button. If you want to save and close the form, you would select the Save button.

Remember, you can save a form using either method and continue to make changes as long as you are in the same Stage in which you created the form. Once the form is advanced to a subsequent Stage, your access to the form may be limited to just the Stage in which you created the form.

Let's save the Allotment Request form without closing the form.

Step 1: Select the Apply button.

Next, you will look at the Audit Report for your Allotment Request form.

BRASS: Operating Budget Execution

Audit Report

Commonwealth of Kentucky Allotment Request: 3 - Parks Allotment Request Audit Trail Listing									
4/23/2002 Form: d:\flex_audit.rep									
Program	Fund	Agency	AA-Objec	Object	Stage	Col	Amount	Reason	User TimeStamp
670CA0	0100	670	B001	01	1	Y1Q1AGORG	2,000,000.00		TRAININ /23/2002 16:27:01
670CA0	0100	670	B001	01	1	Y1Q3AGORG	2,000,000.00		TRAININ /23/2002 16:27:01
670CA0	0100	670	B001	01	1	Y1Q2AGORG	2,000,000.00		TRAININ /23/2002 16:27:01
670CA0	0100	670	B001	01	1	Y1Q4AGORG	2,000,000.00		TRAININ /23/2002 16:27:01
							8,000,000.00		
670CA0	0100	670	B001	03	1	Y1Q1AGORG	500,000.00		TRAININ /23/2002 16:27:01
670CA0	0100	670	B001	03	1	Y1Q4AGORG	500,000.00		TRAININ /23/2002 16:27:02
670CA0	0100	670	B001	03	1	Y1Q3AGORG	500,000.00		TRAININ /23/2002 16:27:02
670CA0	0100	670	B001	03	1	Y1Q2AGORG	500,000.00		TRAININ /23/2002 16:27:02
							2,000,000.00		
670CA0	0100	670	B001	06	1	Y1Q3AGORG	100,000.00		TRAININ /23/2002 16:27:02
670CA0	0100	670	B001	06	1	Y1Q4AGORG	100,000.00		TRAININ /23/2002 16:27:02
670CA0	0100	670	B001	06	1	Y1Q1AGORG	100,000.00		TRAININ /23/2002 16:27:02
670CA0	0100	670	B001	06	1	Y1Q2AGORG	100,000.00		TRAININ /23/2002 16:27:02
							400,000.00		
670CB0	0100	670	B001	01	1	Y1Q3AGORG	1,000,000.00		TRAININ /23/2002 16:27:02
670CB0	0100	670	B001	01	1	Y1Q2AGORG	1,000,000.00		TRAININ /23/2002 16:27:02
670CB0	0100	670	B001	01	1	Y1Q1AGORG	1,000,000.00		TRAININ /23/2002 16:27:02

Accessing the Audit Report

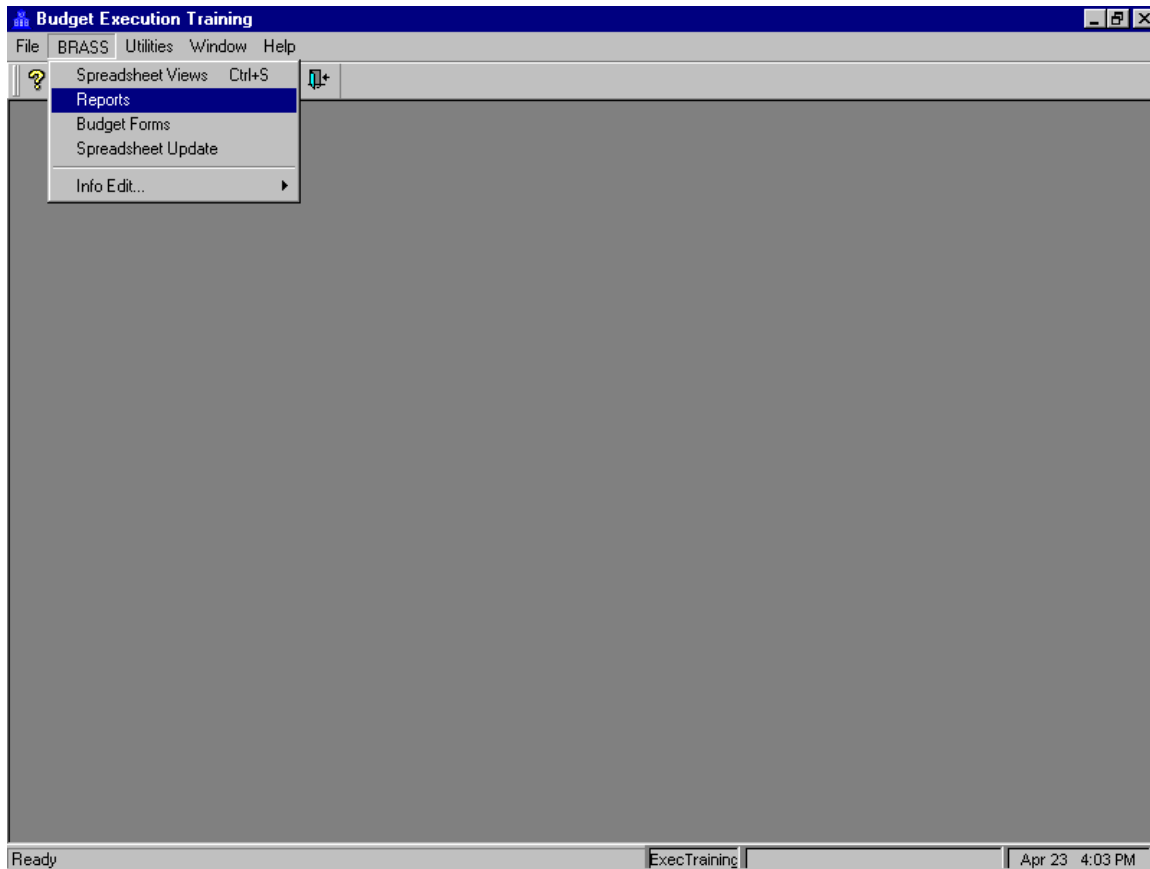
BRASS creates an Audit Report for most forms that details all the changes that have been made to that particular form. The Report will show you information about Program, Fund, Object, Appropriation/Allotment Object, Stage, Column Name, Amounts, Reason, User, and Date-Time Stamp. This report is very useful when you have to track down a number on a budget form that has been changed many times.

Let's access the Audit Report for the Allotment Request form that was just created.

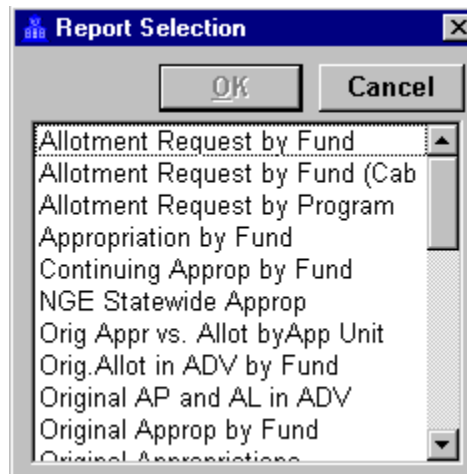
Step 1: Select the Audit button.

The Audit Report should now be displayed.

BRASS Menu Option



Report Selection Window



BRASS Reports

Now, let's complete the steps to access the **BRASS** Report of your form.

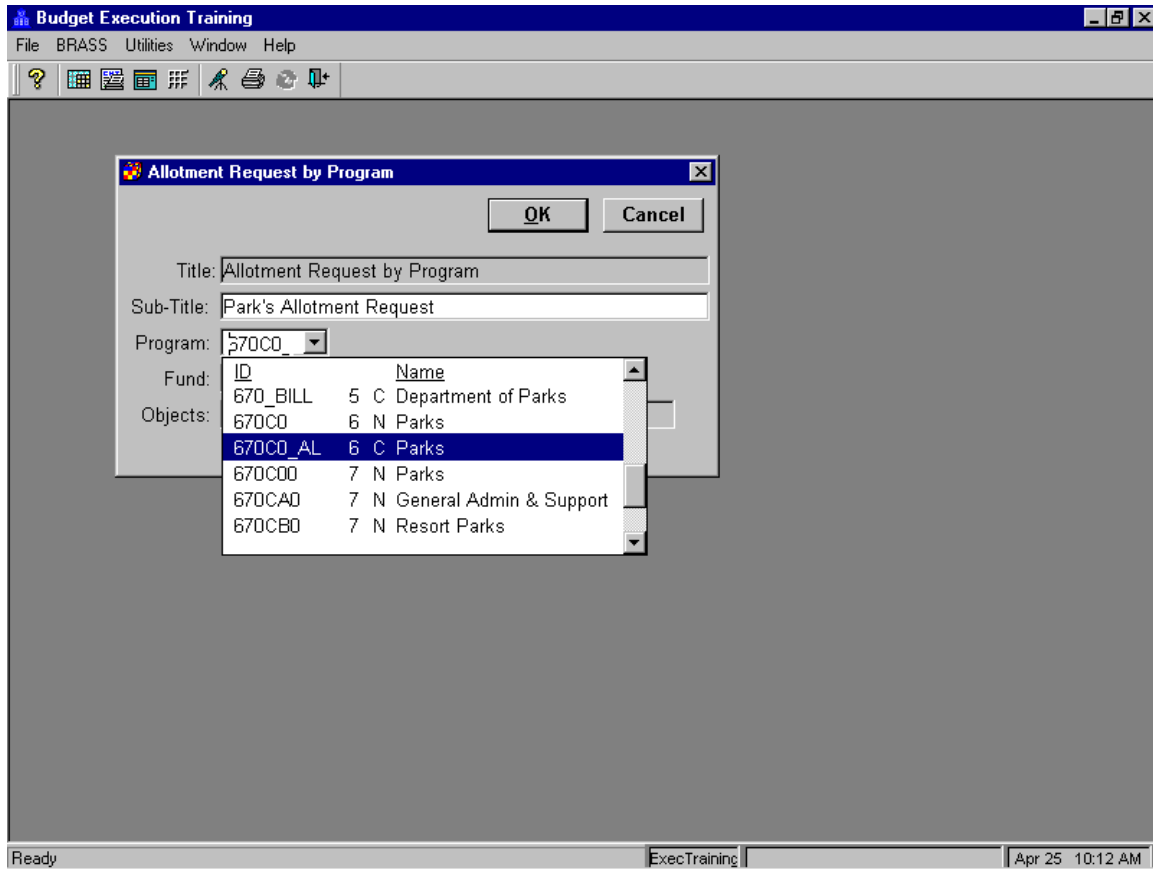
Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Reports**

A list should appear that contains several available reports.

Step 3: Select **Allotment Request by Program** and Click **OK**

Allotment Request “Outside of Reports” Window



An “Outside the Report” dialog box for the Allotment Request Report is now open. There are several protected fields that you cannot edit. The information for these fields is inferred from your Form. These fields are Title, Fund, and Objects. Let’s populate the non-protected fields to select the report.

Step 1: *Sub-Title* field. This field will appear on the report under the pre-defined Report Title. Type a Sub-Title for your report.

Step 2: *Program* field. Click the down arrow and select the Program you used in creating the Allotment request Form. Type ☺☺☺☺☺_AL and then click OK.

BRASS: Operating Budget Execution

Allotment Request Report Form

Budget Execution Training 2002 - [Allotment Request by Program]

File BRASS Utilities Window Help

Budgeting Technology, Inc.
Allotment Request by Program
Park

	Allotment Qtr 1 Original FY 00-01	Allotment Qtr 2 Original FY 00-01	Allotment Qtr 3 Original FY 00-01	Allotment Qtr 4 Original FY 00-01	Unallotted Original FY 00-01	Allotment Total Original FY 00-01
670CA0 - General Admin & Support						
0100 - General Fund						
01 - Personnel	2,000,000	2,000,000	2,000,000	2,000,000	0	8,000,000
03 - Operating Expenses	500,000	500,000	500,000	500,000	0	2,000,000
06 - Capital Outlay	100,000	100,000	100,000	100,000	0	400,000
0100 - General Fund	2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000
670CA0 - General Admin & Support	2,600,000	2,600,000	2,600,000	2,600,000	0	10,400,000

4/30/01
Form: d:\geninfo_r53.wld

Page 1 of 4

Ready ExecTraining Apr 30 4:48 PM

BRASS: Operating Budget Execution

A report of your Allotment Request should now be visible. This report is accessible at any time even though your Allotment Request form is not accessible after it is advanced to the GOPM stage.

Your report may have more than one page. If so, you can tell at the bottom of the right hand corner. It will say Page 1 of ?.

Now, scroll down to look at page 2.

Refreshing a Report

Assume that after reviewing the report you need to make a change, **do not** close the report. Re-open the **BRASS** Allotment Request Form you just completed.

- Step 1:** On the **Menu Bar** – Select **BRASS**
- Step 2:** Select Budget Forms
- Step 3:** Select Allotment Request
- Step 4:** Complete the “Outside of the Form” by selecting the Program, Fund, Agency and AA-Object used on the form you completed.
- Step 5:** In the Serial Number drop down, select the description for the form you completed, do not select “New”.

The screenshot shows the 'Allotment Request' window. The 'Program' field is set to '670C0_AL', 'Fund' to '0100', 'Agency' to '670', and 'AA-Object' to 'B001'. The 'Serial Number' dropdown menu is open, showing '2 - Parks Allotment Request' selected and '(New)' as an option. Below the form fields is a table with budget data. The table has three columns: Description, Amount, and another Amount. The data includes '0100 - General Fund' with an appropriation of 26,600,000 and a total allotment of 0, resulting in a total of 26,600,000. This is followed by '670A_BILL - Parks' with an amount of 26,600,000, and a 'Grand Total' of 26,600,000. The date '5/7/2003' and the file path 'Form:d_generb_ss3p_wld' are at the bottom left, and 'Page 1 of 1' is at the bottom right.

0100 - General Fund	26,600,000	0
APPROP - Appropriation	0	26,600,000
TOTALLT - Total Allotment	26,600,000	26,600,000
0100 - General Fund	26,600,000	26,600,000
670A_BILL - Parks	26,600,000	26,600,000
Grand Total	26,600,000	26,600,000

5/7/2003
Form:d_generb_ss3p_wld
Page 1 of 1

- Step 6:** Click OK.

The Allotment Request “Inside the Form” will be displayed.

BRASS: Operating Budget Execution

Step 7: Make the necessary changes and click Apply. For this example, we will make the following changes:

Program - Object - Column	From	To
670CA0 – 01 – Qtr 1	\$2,000,000	\$2,500,000
670CA0 – 01 – Qtr 3	\$2,000,000	\$1,750,000
670CA0 – 01 – Qtr 4	\$2,000,000	\$1,750,000

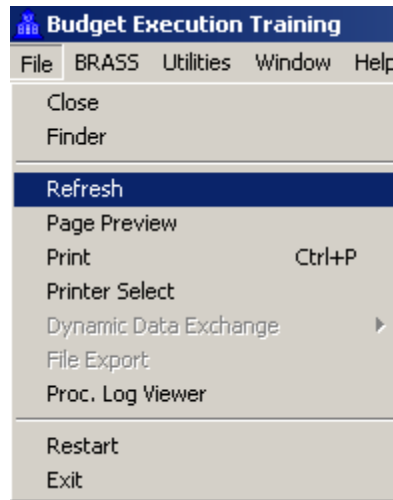
Step 8: Return to the report. On the **Menu Bar** – Select **Window**

Step 9: The active windows will be displayed at the bottom of the drop down. In this instance, select #2, Allotment Request by Program

BRASS: Operating Budget Execution

Step 10: This will activate the report window. On the **Menu Bar** – Select **File**

Step 11: Select **Refresh**. This will update the report with the changes made to your form.

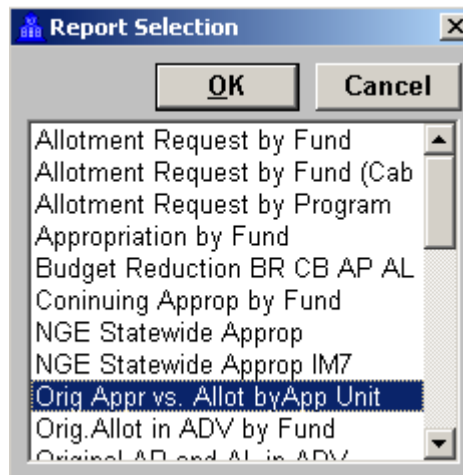


Commonwealth of Kentucky Allotment Request by Program						
	Allotment Qtr 1 Original FY 03-04	Allotment Qtr 2 Original FY 03-04	Allotment Qtr 3 Original FY 03-04	Allotment Qtr 4 Original FY 03-04	Unallotted Original FY 03-04	Allotment Total Original FY 03-04
670CA0 - General Admin & Support						
0100 - General Fund						
01 - Personnel	2,500,000	2,000,000	1,750,000	1,750,000	0	8,000,000
03 - Operating Expenses	500,000	500,000	500,000	500,000	0	2,000,000
06 - Capital Outlay	100,000	100,000	100,000	100,000	0	400,000
0100 - General Fund	3,100,000	2,600,000	2,350,000	2,350,000	0	10,400,000
670CA0 - General Admin & Support	3,100,000	2,600,000	2,350,000	2,350,000	0	10,400,000

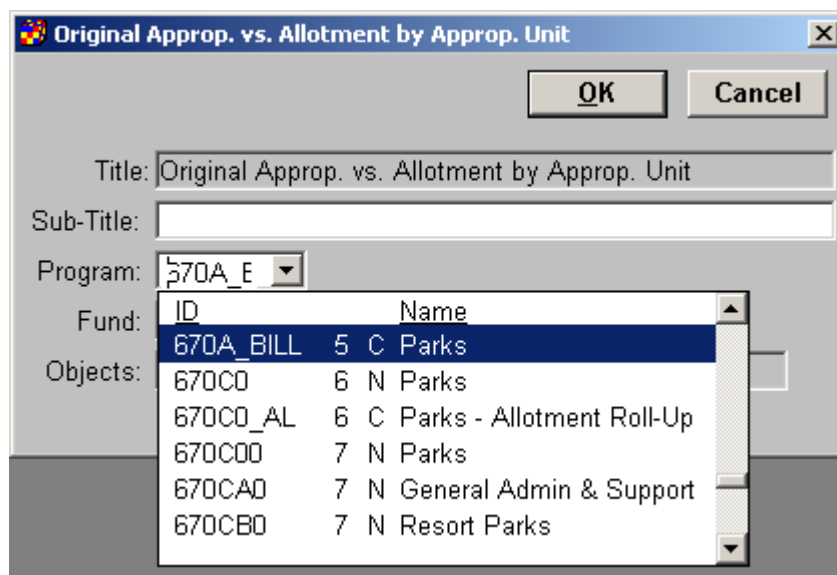
5/7/2003
Form: d_generic_ss3_wild

BRASS: Operating Budget Execution

Once you have entered your Allotments and prior to notifying your GOPM Analyst, you should verify that the Allotments balance to the Appropriation. A **BRASS** report has been created that will allow you to compare the totals easily. To access the report, select **Orig Appr vs. Allot byApp Unit** from the **BRASS** Reports menu.



On the “Outside the Report” dialog box, click the drop down arrow for the Program field and select the Appropriation Unit, 5C. Remember, that the Appropriation Unit, 5C, is denoted by the “_BILL” in the code. Click OK.



BRASS: Operating Budget Execution

A report of your Allotment Request compared to the Appropriation should now be visible. This report is also accessible at any time even though your Allotment Request form is not accessible after it is advanced to the GOPM stage.

Commonwealth of Kentucky		
Original Approp. vs. Allotment by Approp. Unit		
	Appropriation Amount FY 03-04	Allotment Total Original FY 03-04
670A_BILL - Parks		
0100 - General Fund		
APPROP - Appropriation	26,600,000	0
TOTALLT - Total Allotment	0	26,600,000
0100 - General Fund	26,600,000	26,600,000
670A_BILL - Parks	26,600,000	26,600,000
Grand Total	26,600,000	26,600,000
5/7/2003		
Page 1 of 1		
Form: d_geserlc_ss3p.wild		

LET'S REVIEW:



In this topic, you learned about:

- ❑ Allotment Request for operating budgets,
- ❑ Different levels of allotment control,
- ❑ How to access a **BRASS** report
- ❑ How to refresh a **BRASS** report
- ❑ How to compare the Allotment Request to the Appropriation.



Are there any questions about Allotment Requests for Operating Budget Execution??

Topic 3: Allotment Modification Requests for Operating Budget Execution

This topic provides information about the allotment modification request process and how to prepare Allotment Modification Request forms. The MARS: Capital Construction course discusses capital budget modifications.

By the end of this topic, you will be able to:

- Describe the operating budget Allotment Modification Request process,
- Describe the process of completing an Allotment Modification Form for the operating budget, and
- Describe the process of submitting an operating budget Allotment Modification Form for the appropriate review process.

Allotment Modifications

Prior to the beginning of each fiscal year, agencies submit a schedule of quarterly allotments of appropriations as required by KRS 48.610. As we all know, changes take place with these allotments between the time of the Enacted Budget and the end of the fiscal year. Allotment modifications are done through the authority of KRS 48.600-48.630 and the provisions in the Appropriations Acts.

Allotment Modification Requests

If an Allotment must be modified during the year, an Allotment Modification form must be completed in **BRASS** and processed. The agencies will discuss perceived allotment changes as they materialize with their GOPM analyst.

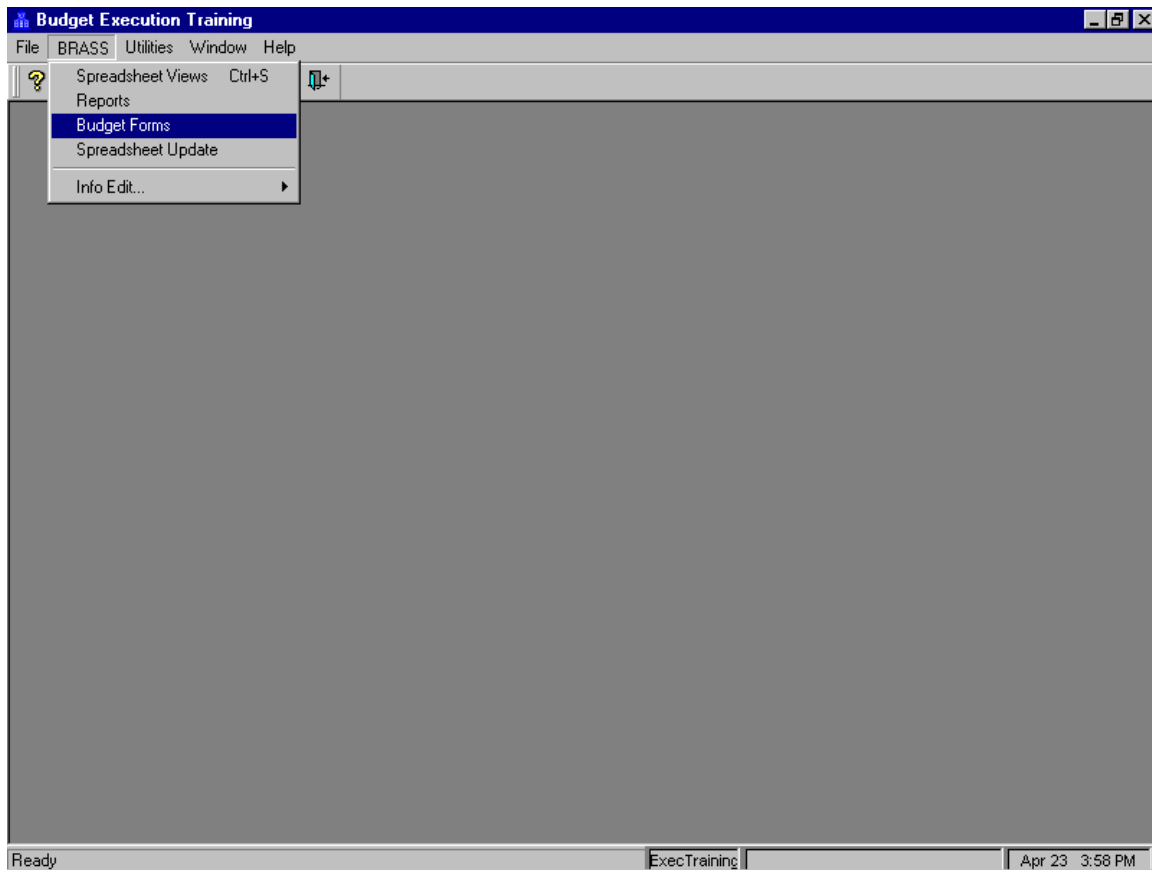
Agencies initiate the allotment modification request process through written communication with GOPM. This communication outlines the reason for the allotment modification and the amount of change. A copy of this written request is transmitted to LRC. The agency will follow the Allotment Modification Request process and guidelines on preparing the allotment modification information.

Some operating budget modifications will not affect the appropriation and some modifications will affect both the appropriation and allotments. Modifications may be needed, for example, to move allotments among the four quarters, move General Fund allotments among Object Types, from one program to another program within an appropriation unit, or an agency may receive a new federal grant during the course of the year.

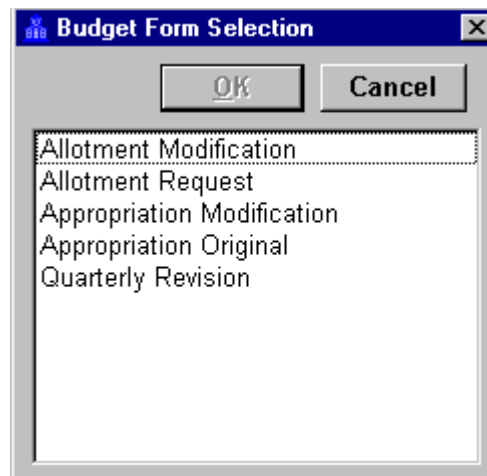
Allotment Modification Request forms follow the process below:

- Allotment Modification forms are entered in **BRASS** by agencies.
- Agency submits written request to GOPM for the allotment modification, including the program code, fund, and description of the **BRASS** Allotment Modification form(s) applicable.
- Once it is approved, GOPM then reviews, modifies (if applicable), and approves the allotment modification.
- GOPM forwards the change into the ADVANTAGE Financial system and forwards a copy to LRC for reporting purposes only.

BRASS Menu Option



Budget Form Selection Window



Accessing an Allotment Modification Form

Let's do a walkthrough to create an Allotment Modification form for a General Fund Allotment Program account.

The first step is to access the correct Budget Form. To do that, you would complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection Window. Let's select the Allotment Modification form.

Step 3: Select **Allotment Modification**

The Allotment Modification (outside of the form) should now be displayed.

Allotment Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The menu bar includes 'File', 'BRASS', 'AA-Objects', 'Security', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The main window area is gray, and a modal dialog titled 'Allotment Modification' is open in the center. The dialog has a blue title bar and a close button. It contains the following fields and controls:

- Program:** Text box with '670C0_AL'.
- Fund:** Text box with '0100'.
- Serial Number:** Dropdown menu showing '(New)'.
- Description:** Text box with 'Parks - GF'.
- Stage:** Dropdown menu showing '1'.
- Priority:** Dropdown menu.
- Type:** Dropdown menu.
- Code 1:** Dropdown menu.
- Code 2:** Dropdown menu.
- Code 3:** Dropdown menu.
- Code 4:** Dropdown menu.

At the top right of the dialog are three buttons: 'Report', 'OK', and 'Cancel'. The status bar at the bottom of the application window shows 'Ready', 'ExecTraining', and 'May 1 1:55 PM'.

Completing the “Outside of the Form”

Let's populate this screen:

Step 1: *Program* field. This field is used to designate which Allotment Program to use. Click on the down arrow and type the agency code “☺☺☺”. The program table choices are displayed in the drop-down list.

Notice how the menu list goes directly to the first Program for Agency ☺☺☺.

Step 2: Choose “☺☺☺☺☺_AL”. All Allotment Modification form Program choices represent the Consolidating unit at the 6th level. You will know it is a Consolidating (or roll-up) unit when you see the subscript “_” in the code. This provides the flexibility to select all allotment programs for any one Fund type when completing the form. You can enter modifications for multiple allotment programs, object types, and allotment periods within the same form.

Step 3: *Fund* field. This field is used to designate which Fund you are requesting with the allotment modification. Click on the down arrow and select “0100 General Fund”. Note that this 0100 is the same fund code used for General Fund in ADVANTAGE Financial.

Step 4: *Serial Number* field. If you are creating a new form, you would select “(New)” and a serial number will be assigned by the system. If you are accessing a form that has already been created, then you would choose the correct serial number from the drop-down list. Click on the down arrow and select “(New)”.

Allotment Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The menu bar includes 'File', 'BRASS', 'AA-Objects', 'Security', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The main window area shows the 'Allotment Modification' dialog box. This dialog has a title bar with a close button. Inside, there are three buttons at the top: 'Report', 'OK', and 'Cancel'. The form fields are as follows: 'Program' is set to '670C0_AL', 'Fund' is set to '0100', 'Serial Number' is set to '(New)', and 'Description' is set to 'Parks - GF'. Below these, there are several dropdown menus: 'Stage' is set to '1', 'Priority' is empty, 'Type' is empty, 'Code 1' is empty, 'Code 2' is empty, 'Code 3' is empty, and 'Code 4' is empty. The status bar at the bottom shows 'Ready', 'ExecTraining', and the date/time 'May 1 1:55 PM'.

Budget Execution Training

File BRASS AA-Objects Security Utilities Window Help

Report OK Cancel

Program: 670C0_AL
Fund: 0100

Serial Number: (New)

Description: Parks - GF

Stage: 1 ()

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

Ready ExecTraining May 1 1:55 PM

Important Note: You will always choose “New” each time you create an Allotment Modification. The **ONLY** time you will ever choose an existing serial number is when work is still ongoing in an Allotment Modification form that has not yet been submitted to GOPM. The Allotment Modification forms created will show up in the drop-down until the form is submitted to and accepted by GOPM. Once the form is accepted by GOPM, the agency will not be able to access those forms.

Step 5: *Description* field. The Description Field is where you will assign a name to the Allotment Modification form. This name should not be changed. This name will always be assigned to this Allotment Modification form. You may enter up to 30 characters with spaces. A good “rule of thumb” would be to enter the Allotment Program followed by the Fund abbreviation. Type in a description

Step 6: *Stage* field. This field indicates which stage the document is in during the process cycle. Click on the down arrow and select “Stage 1.” This represents the Agency Stage for the Allotment Modification process.

Step 7: Leave the following fields blank:

Priority

Code 1

Code 2

Code 3

Code 4

Type

Step 8: Click “OK”. The Allotment Modification form that you just named will be created.

Allotment Modification Form “Inside of the Form”

The screenshot shows the 'Allotment Modification: 4 - Parks - GF' window within the 'Budget Execution Training' application. The window has a menu bar (File, BRASS, AA-Objects, Security, Utilities, Window, Help) and a toolbar with various icons. Below the menu bar, there are buttons for 'Insert', 'Delete', 'Move', 'Audit', and a 'Net Cost' dropdown menu. To the right are 'Apply', 'Save', and 'Cancel' buttons. Below these buttons are two tabs: 'General' (selected) and 'Justification'. The 'General' tab contains a table with the following columns: Seq, Program, Fund, Agency, AA-Object, Object, Qtr 1, Qtr 2, Qtr 3, Qtr 4, and Unallotted. The table has one data row with the following values: Seq (1), Program (Parks), Fund (0100), Agency (0), AA-Object (B010), Object (), Qtr 1 (0), Qtr 2 (0), Qtr 3 (0), Qtr 4 (0), and Unallotted (0). The status bar at the bottom shows 'Ready', 'ExecTraining', and 'May 1 2:01 PM'.

Seq	Program	Fund	Agency	AA-Object	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted
1	Parks	0100	0	B010		0	0	0	0	0

Now, we will populate the Allotment Modification form.

Allotment Modification Form

The Allotment Modification form that you just created is now on your screen with the name of the modification that you entered previously in the Description Field when you were populating the “Outside of the Form.” It now has a system assigned serial number along with the name across the title bar of the form.

The Fund defaulted inside the form as you chose it on the “Outside of the Form.” Even though you can’t change it, this was done to help the user to see this field while in the form. The AA-Object is defaulted to “B010”. This code was defaulted since it is the most common code utilized. The AA-Object code can be changed if necessary.

Important: Any allotment program within a Fund and appropriation combination can be selected on this form. For example, allotment modifications due to a reorganization could include every General Fund Allotment program with each Object Type (Personal Services, Operating, etc.).

Each line on the Allotment Modification form can correspond to a Program/Fund/AA-Object type combination.

Allotment Modification Form “Inside of the Form”

Budget Execution Training

File BRASS AA-Objects Security Utilities Window Help

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

Seq	Program	Fund	Agency	AA-Object	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted
1	670CB0	0100	0	B010						
2		0100	0	B010			0	0	0	0

Object Description

- NBK Non-Breakdown
- 01 Personnel
- 03 Operating Expe
- 04 Grants, Loans,
- 05 Debt Service
- 06 Capital Outlay

Ready ExecTraining May 1 2:49 PM

You will also see two tabs at the top of the Allotment Modification form, General and Justification. The General Tab is the form itself. The Justification tab is a text box. This enables you to keep any notes or information about the modification with the form itself. **This does not take the place of the written justification to GPM.**

First, you need to insert the number of lines applicable for your modification. In this modification we will have two lines for the same Allotment program. The request is to advance funds into the first quarter "01" object type from the second quarter "03" object type.

Step 1: Click on the "Insert" button. This will insert the second line.

Step 2: *Program* field. This field depicts the allotment program for line 1. Click on the Down Arrow and select "☺☺☺☺☺☺"

Step 3: Your cursor is in the *Program* field so tab over to the *AA-Object* field verify the AA-Object shown. The form has the value "B010" defaulted since this is the most common entry. However, if this needs to be changed, click on the drop down arrow and choose the correct Allotment Object. For this form "B010" is correct.

Step 4: Tab over to the *Agency* field and click on the drop down arrow and choose "☺☺☺".

Step 5: Tab over to the *Object* field and click on the drop down arrow and choose "03 Operating Expenses".

Step 6: *Program* field. This field depicts the allotment program for line 2. Click on the drop down arrow and select "☺☺☺☺☺☺".

Allotment Modification Form

“Inside of the Form”

The screenshot shows the 'Allotment Modification: 4 - Parks - GF' window. It features a menu bar (File, BRASS, AA-Objects, Security, Utilities, Window, Help), a toolbar with various icons, and a main area with tabs for 'General' and 'Justification'. The 'General' tab is active, displaying a table with columns: Seq, Program, Fund, Agency, AA-Object, Object, Qtr 1, Qtr 2, Qtr 3, Qtr 4, and Unallotted. The table contains two rows of data. Row 1: Seq 1, Program 670CB0, Fund 0100, Agency 670, AA-Object B010, Object 03, Qtr 1 empty, Qtr 2 (52,500), Qtr 3 empty, Qtr 4 empty, Unallotted empty. Row 2: Seq 2, Program 670CB0, Fund 0100, Agency 670, AA-Object B010, Object 01, Qtr 1 52,500, Qtr 2 (52,500), Qtr 3 0, Qtr 4 0, Unallotted 0. Above the table are buttons for Insert, Delete, Move, Audit, and a Net Cost dropdown. To the right are Apply, Save, and Cancel buttons. The status bar at the bottom shows 'Ready', 'ExecTraining', and 'May 1 4:21 PM'.

Seq	Program	Fund	Agency	AA-Object	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted
1	670CB0	0100	670	B010	03		(52,500)			
2	670CB0	0100	670	B010	01	52,500	(52,500)	0	0	0

BRASS: Operating Budget Execution

Step 7: Tab over to the *Agency* field of the second line and click on the drop down arrow and choose “☺☺☺”.

Step 8: Tab over to the *Object* field of the second line and click on the drop down arrow and choose “01 Personal Services”.

You are now ready to enter your data into the quarters.

Step 9: Enter -52500 in the second quarter column of the first line. You do not have to type in the comma. When you move the cursor to another cell, the comma will be inserted.

Step 10: Move your cursor to the first quarter column on the second line. Enter 52500.

Notice that after you move out of the field in which you have entered numbers, the total appears for the column. This form does not display a total column for the lines.

Step 11: Save the Allotment Modification Form. Remember, there are two ways to save the form depending upon if you want to close the form (“Save”) or keep the form open (“Apply”). Select the **Apply** button.

Later you will learn how to use the Apply button in combination with a Spreadsheet View so that you can see the results of entering data in the form without closing the form.

Report of the Allotment Modification Form

The screenshot displays the 'Budget Execution Training' application window. The main menu bar includes 'File', 'BRASS', 'AA-Objects', 'Security', 'Utilities', 'Window', and 'Help'. The toolbar contains various icons for file operations and data management. The 'Allotment Modification' dialog box is open, showing the following fields:

- Program: 670C0_AL
- Fund: 0100
- Serial Number: 4 - Parks - GF
- Description: Parks - GF
- Stage: 1 (1)
- Priority: [dropdown]
- Type: [dropdown]
- Code 1: [dropdown]
- Code 2: [dropdown]
- Code 3: [dropdown]
- Code 4: [dropdown]

Buttons at the top of the dialog include 'Report', 'OK', and 'Cancel'. A 'Print: Parks - GF {S/N: 4}' dialog box is also open, showing the following options:

- ☒ Form Justification
- ☒ Objects
- ☐ Audit Trail

Buttons at the top of the print dialog include 'OK' and 'Cancel'. The status bar at the bottom of the application window shows 'Ready', 'ExecTraining', and 'May 1 4:23 PM'.

Accessing a Report of an Allotment Modification Form

A report of the Allotment Modification form can be obtained from the “Outside of the Form” dialog box.

Step 1: On the Menu Bar: Select **BRASS**.

Step 2: Select Budget Forms.

Step 3: Select Allotment Modification.

Step 4: Complete the “Outside of the Form” dialog box using the Program code and Fund of the form report needed.

Step 5: Serial Number field. Click on the down arrow and select the Serial Number and Description for the form report needed.

Step 6: Click on the “Report” button.

After clicking on Report, a smaller box appears.

Note: This “Report of the Form” is different than the **BRASS** Report we looked at for the Allotment Request. The earlier **BRASS** Report can reflect information from multiple budget forms. This “Report of the Form” is a report of this form only.

Report View for Allotment Modification Form

Budget Execution Training - [Objects {S/N: 4}]

File BRASS AA-Objects Security Utilities Window Help

Zoom: 75 Rulers PgUp PgDn

Commonwealth of Kentucky
Parks - GF (S/N: 4)
Objects

5/1/2002 Page 1 of 1

Seq	Program	Fund	Agency	AA-Object	Object	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Unallotted
1	670CB0	0100	670	B010	03		(52,500)			
2	670CB0	0100	670	B010	01	52,500				
	Subtotal					52,500	(52,500)	0	0	0
	Total					52,500	(52,500)	0	0	0

Ready ExecTraining May 1 4:28 PM

Step 7: The default is for both the Form Justification and Objects box to be selected. The Form Justification report will display any information entered on the Justification tab in the form. The Objects report will display the information entered on the General tab in the form. Unselect the Form Justification box and click the “OK” button. The Objects report view will be displayed.

Step 8: On the **Menu Bar** – Select **File**

Step 9: Select **Print**.

You may need to make some adjustments to enable all columns to be displayed and printed. If necessary, from the Menu Bar, select File – Printer Select. A list of available printers will be displayed. Select the desired printer and click on the “Setup” button. In the printer setup screen, select “Landscape” in the Orientation section. Click on the “OK” button for the setup screen and then click on the “OK” button for the Printer Select.

The screen will return to the Form Report screen. You will now be able to adjust the margins. Click the check box next to “Rulers”. Rulers will be displayed on the screen. Double arrows displayed on the rulers are the “Margin” markers. Click and drag the “Margin” markers to the desired location. Note: You will not be able to drag the “Margin” markers below the settings for your default printer.

The Zoom option will allow you to adjust the size of the report for display purposes only. It will not affect what is printed.

Process of Submitting Allotment Modification Request to GOPM

Depending on your agency's guidelines for review, your Allotment Modification request is now ready for submission to GOPM. You will need to send your written justification along with the Allotment Modification report of the form to your GOPM analyst.

Upon receipt of your written justification, the GOPM analyst will then access your Allotment Modification form for review. The GOPM analyst will want to access the request at the agency Stage level so that if any changes need to be made, the agency can make those changes and resubmit the request to GOPM.

Upon approval, GOPM will forward the Allotment Modification into ADVANTAGE Financial. A copy will also be forwarded to LRC.

Audit Trail

The Allotment Modification form does not have an audit trail. The "Audit" Button on the form will access the report for an Audit Trail but it will be blank because the lines in the Allotment Modification form do not post until after approval. Therefore the audit trail is not available for this form.



In this topic you learned about:

- The Allotment Modifications for operating budgets,
- Completing an Allotment Modification form, and
- The Allotment Modification request submission, review and ADVANTAGE posting process.



Are there any questions about Allotment Modification Requests for Operating Budget Execution??

Topic 4: Appropriation Modification Requests for Operating Budget Execution

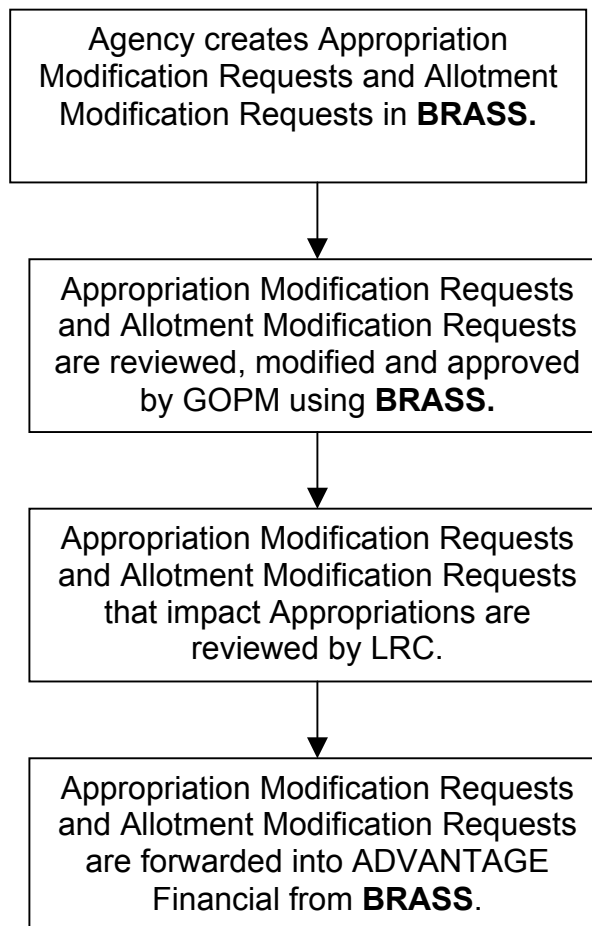
This topic provides information about the appropriation modification process and how to prepare Appropriation Modification forms.

By the end of this topic, you will be able to:

- Describe the modification process for operating budget appropriations,
- Complete an Appropriation Modification form, and
- Describe the Appropriation Modification Request submission and review process.

Operating Budget Execution Process

Appropriation Modification Requests and Allotment Modification Requests



Appropriations

After the Biennial Budget Preparation process has been completed and the Appropriation bills have been enacted and signed by the Governor, the Governor's Office for Policy and Management (GOPM) will set up the initial operating budget appropriations in accordance with the Appropriation bills, using an Appropriation Request form. The initial appropriation process is a GOPM process that does not require any action on the part of Commonwealth agencies.

Appropriation Modifications

If an Appropriation must be modified later during the year, an Appropriation Modification form must be completed in **BRASS** and processed. This process is usually initiated by the agencies. Appropriation modification requests follow the process below:

- A written request for an Appropriation Modification is submitted by an agency to GOPM with a copy to LRC. The written request must include the program, fund and names of the Appropriation Modification form and the Quarterly Restricted/Federal Fund Revision form (discussed in Topic 5). A copy of the Appropriation Modification report of the form and the Quarterly Revenue Revision Report (where applicable) must also be included.
- An Appropriation Modification form is completed in **BRASS** by agencies and submitted to GOPM.
- GOPM then reviews, modifies (if applicable), and approves the Appropriation Modification.
- The Appropriation Modification is also forwarded to LRC for review.
- GOPM forwards the change into the ADVANTAGE Financial system.

**APPROPRIATION MODIFICATION
QUARTERLY REPORTING SCHEDULE**

QUARTER	DUE DATE	REPORT DATE	EFFECTIVE DATE
1 st Quarter	June 15	July 1	August 1
2 nd Quarter	September 15	October 1	November 1
3 rd Quarter	December 15	January 1	February 1
4 th Quarter	March 15	April 1	May 1

Quarterly Schedule for Appropriation Modifications

Appropriation modifications are processed on a quarterly schedule. The table to the left shows the due date, report date to LRC and effective date for each quarter.

Requests for Appropriation modifications must be submitted on or before the due date for the modification to be included in the packet submitted to LRC for review by the Appropriation and Revenue Committee.

Appropriation Modification Form “Inside of the Form”

The screenshot shows a software window titled "Budget Execution Training" with a menu bar (File, BRASS, Utilities, Window, Help) and a toolbar. Inside the window is a sub-window titled "Appropriation Modification: 5 - Parks-Justice Block Grant". This sub-window has a toolbar with buttons: Insert, Delete, Move, Audit, a dropdown menu set to "Net Cost", Apply, Save, and Cancel. Below the toolbar are two tabs: "General" (selected) and "Justification". The "General" tab contains a table with the following data:

Seq	Program	Fund	AA-Object	Agency	Amt of Change
1	670C0	1200	A010	670	2,000,000
					2,000,000

The status bar at the bottom of the window shows "Ready", "ExecTraining", and "May 2 2:01 PM".

We will walk through completing the form in a few minutes, but first let's take a brief look at some of the key fields in the entry form:

The title line at the top of the entry form displays the following information:

- Form Name (Appropriation Modification)
- Serial Number of this instance of the form (5)
- Description that was entered for this instance of the form.

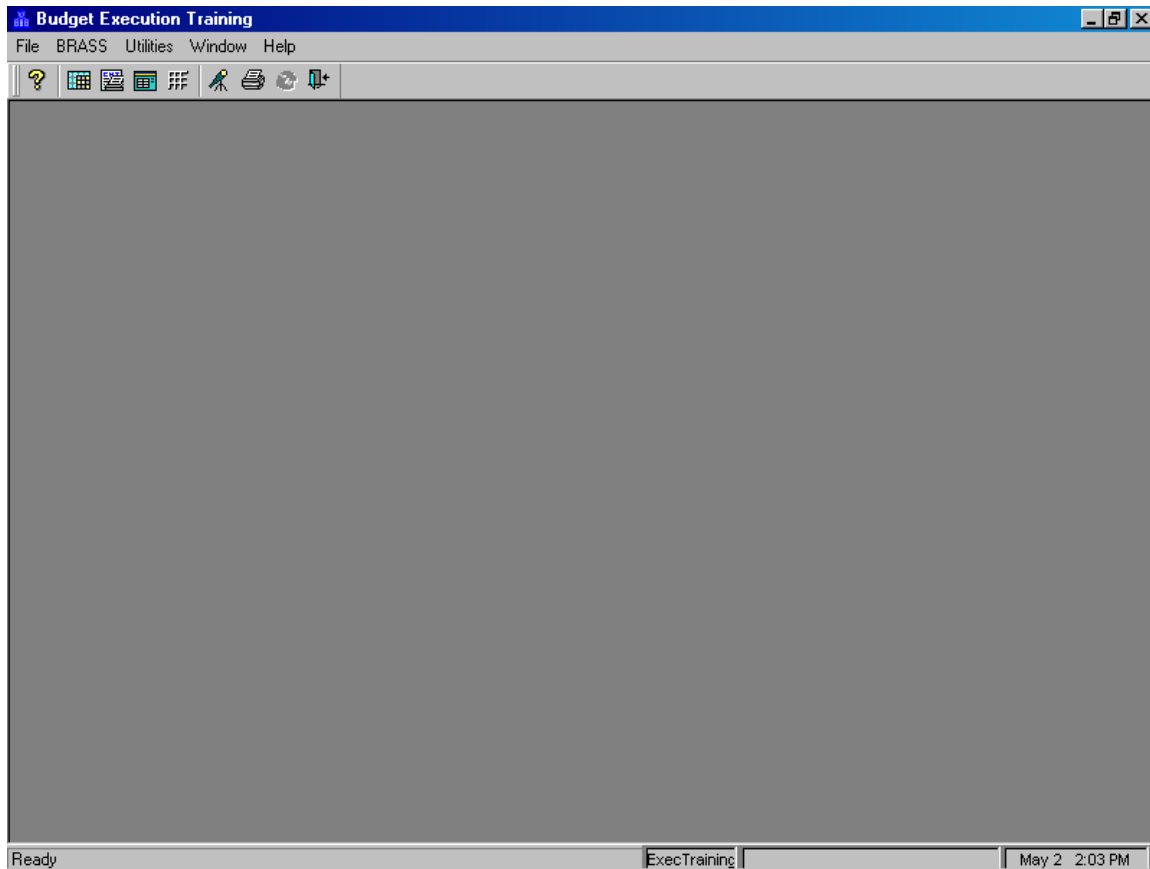
The 1st entry line of the form contains fields for *Program*, *Fund*, *AA-Object* and *Agency* for the appropriation you wish to modify. To complete the form, you will move your mouse pointer and click or tab to these fields and enter the values for each field.

In the *Amt of Change* field, you will enter the amount of the change to the appropriation.

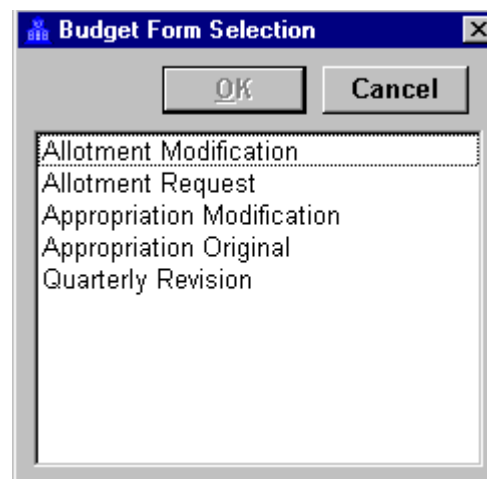
Example: If the current appropriation is \$2,000,000 and you are modifying it to \$4,000,000, you will enter \$2,000,000. **Very Important!!!**

The "Audit" button below the title line is used to access the audit trail for **BRASS** forms. The audit trail is only created when the form is saved and posted to the database. The Appropriation Modification form was designed to post to the database only in the final stage, just prior to posting the value to ADVANTAGE Financial. Thus, this button is not operational for the Appropriation Modification form.

BRASS Menu Option



Budget Form Selection Window



Accessing an Appropriation Modification Form

Let's do a walkthrough to create an Appropriation Modification form for a Federal Fund appropriation.

The first step is to access the correct online budget form. To do this, you will complete the following steps:

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

You should now see the Budget Form Selection window.

Step 3: Select the Appropriation Modification form. Move the mouse pointer to **Appropriation Modification** and click once to highlight the form. Click on OK.

The Appropriation Modification (outside of the form) should now be displayed.

Appropriation Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The title bar includes the application name and standard window controls. The menu bar contains 'File', 'BRASS', 'Utilities', 'Window', and 'Help'. The toolbar features icons for help, grid, print, and other functions. The main area shows a modal dialog box titled 'Appropriation Modification'. This dialog has a 'Report' button and 'OK'/'Cancel' buttons. It contains the following fields: 'Program' with value '670C0', 'Fund' with value '1200', 'Serial Number' with a dropdown showing '(New)', 'Description' with text 'Parks-Justice Block Grant', 'Stage' with a dropdown showing '1' and a '()' button, 'Priority' with a dropdown, 'Type' with a dropdown, and four code fields ('Code 1' through 'Code 4') each with a dropdown. The status bar at the bottom shows 'Ready', 'ExecTraining', and the date/time 'May 2 11:30 AM'.

Budget Execution Training
File BRASS Utilities Window Help

Appropriation Modification

Program: 670C0
Fund: 1200

Serial Number: (New)

Description: Parks-Justice Block Grant

Stage: 1 ()

Priority: Type:

Code 1: Code 2:

Code 3: Code 4:

Ready ExecTraining May 2 11:30 AM

Completing the “Outside of the Form”

Step 1: *Program* field. This field is used to designate which Appropriation Program to use. Enter the 5-character Program of the appropriation you are requesting to modify. Remember that the first three characters represent the agency code and the last two characters are the appropriation code.

Navigation tip: Moving the mouse pointer to an open field and clicking will bring up a drop down menu that shows the choices for that field. (Your security will determine the Programs that are available to you on the drop down menu.)

Step 2: *Fund* field. Enter the Fund of the appropriation you are requesting to modify. Move your mouse pointer to the *Fund* field and click to bring up the drop down list of funds from which to choose. For this training workshop, you will enter 1200 Federal Fund.

Step 3: *Serial Number* field. If you are creating a new form, you would select “(New)” and a serial number will be assigned by the system. If you are accessing a form that has already been created, you would choose the correct serial number from the drop down list. Click on the down arrow and select “(New)”.

Appropriation Modification Form “Outside of the Form”

The screenshot displays the 'Budget Execution Training' application window. The title bar reads 'Budget Execution Training' with standard window controls. The menu bar includes 'File', 'BRASS', 'Utilities', 'Window', and 'Help'. The toolbar contains icons for help, grid, print, and other functions. The main area is a large gray rectangle. Overlaid on this is the 'Appropriation Modification' dialog box. The dialog box has a title bar 'Appropriation Modification' and buttons for 'Report', 'OK', and 'Cancel'. It contains the following fields:

- Program: 670C0
- Fund: 1200
- Serial Number: (New)
- Description: Parks-Justice Block Grant
- Stage: 1 ()
- Priority: [dropdown]
- Type: [dropdown]
- Code 1: [dropdown]
- Code 2: [dropdown]
- Code 3: [dropdown]
- Code 4: [dropdown]

The status bar at the bottom shows 'Ready', 'ExecTraining', and 'May 2 11:30 AM'.

Step 4: *Description* field. You may enter up to 30 characters with spaces. A good “rule of thumb” would be to enter the Appropriation Program followed by the Fund abbreviation. Enter a description for your Appropriation Modification.

Step 5: *Stage* field. This field indicates which stage the document is in during the process cycle. Click on the down arrow and select “1”. This stage represents the Agency Stage for the Appropriation Modification process.

Step 6: Leave the following fields blank:

Priority

Code 1

Code 2

Code 3

Code 4

Type

Step 8: Click “OK”. The Appropriation Modification form that you just named will be created. We have just created a form that will have these particular data attributes on the inside of the form.

Appropriation Modification Form

“Inside of the Form”

The screenshot shows the 'Appropriation Modification: 5 - Parks-Justice Block Grant' window within the 'Budget Execution Training' application. The window has a menu bar (File, BRASS, Utilities, Window, Help) and a toolbar with icons for help, grid, print, and other functions. Below the toolbar are buttons for 'Insert', 'Delete', 'Move', 'Audit', a 'Net Cost' dropdown, 'Apply', 'Save', and 'Cancel'. Two tabs, 'General' and 'Justification', are visible, with 'General' selected. A table with the following data is displayed:

Seq	Program	Fund	AA-Object	Agency	Amt of Change
1	670C0	1200	A010	670	2,000,000
					2,000,000

The status bar at the bottom shows 'Ready', 'ExecTraining', and 'May 2 2:01 PM'.

Now, we will populate the Appropriation Modification form.

When the form first appears on the screen, the cursor will be in the *Program* field. To complete the form, you will move your mouse pointer and click or tab to the fields for *AA-Object*, *Agency* and *Amt of Change*. In this example, Program 670C0 and Fund 1200 were selected on the outside of the form, so this will be the only Non-Consolidating choice in the entry form itself.

Step 1: Move the cursor to the *AA-Object* field. The form has the value “A010” defaulted since this is the most common entry. However, if this needs to be changed, click on the drop down arrow and choose the correct Appropriation Object. For this form “A010” is correct.

Step 2: Tab over to the *Agency* field and click on the drop down arrow and choose “☺☺☺”.

Step 3: Tab to the *Amt of Change* field. Enter the amount of the **change** to the appropriation. Example: If the current appropriation is \$3,000,000 and you need it to be \$5,000,000, you would enter \$2,000,000 – not \$5,000,000. **VERY IMPORTANT!!!**

If you want to reduce an appropriation, you can enter a negative change simply by preceding the number entry with a minus sign, as in –50000.

Do not enter commas and dollar signs, and use whole numbers only – no pennies.

Report of the Appropriation Modification Form

Budget Execution Training - [Objects {S/N: 5}]

File BRASS Utilities Window Help

Zoom: 75 Rulers PgUp PgDn

Commonwealth of Kentucky
Parks-Justice Block Grant {S/N: 5}
Objects

5/2/2002 Page 1 of 1

Seq	Program	Fund	AA-Object:Agency	Amt of Change
1	670 C0	1200	A010 670	2,000,000
	Subtotal			2,000,000
	Total			2,000,000

Ready ExecTraining May 2 2:23 PM

Accessing a Report of an Appropriation Modification Form

A report of the Appropriation Modification form can be obtained from the “Outside of the Form” dialog box.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

Step 3: Select **Appropriation Modification**

Step 4: Complete the “Outside of the Form” dialog box using the Program code and Fund of the form report needed.

Step 5: *Serial Number* field. Click on the down arrow and select the serial number and description for the form report needed.

Step 6: Click on the “Report” button.

After clicking on the “Report” button, a smaller box will appear.

Step 7: Uncheck the “Form Justification” box by clicking on the check mark. Click the “OK” button and the report view will be shown of your appropriation modifications.



In this topic, you learned about:

- The appropriation modification process for operating budgets,
- Completing the Appropriation Modification form, and
- Submitting and reviewing the Appropriation Modification form.



Are there any questions about Appropriation Modification Requests for Operating Budget Execution??

Topic 5: Quarterly Federal Fund/Restricted Fund Revision

This topic provides information about how to prepare your Quarterly Federal Fund/Restricted Fund Receipt estimates in **BRASS**.

By the end of this topic, you will be able to:

- Describe the Quarterly Federal/Restricted Fund estimate process;
- Describe the Restricted Fund and Federal Fund structure;
- Describe the Quarterly Revision form in **BRASS**;
- Describe the Quarterly Revision views and reports; and,
- Describe the Quarterly Revision submission and review process.

The Quarterly Federal/Restricted Fund Estimate Process

The biennial appropriations act requires that each agency submit to GOPM and LRC quarterly estimates of receipts and expenditures for Federal Funds and Restricted Funds. The information must be in electronic format and reflect current estimates compared to budgeted figures.

The Federal Funds and Restricted Funds Receipt estimates will be entered by agencies in **BRASS** into the Quarterly Federal Fund/Restricted Fund Receipt Revision form, to be referred to as the “Quarterly Revision” form. Changes in Appropriations and Allotments are done using the Appropriation and Allotment Modification forms. The Quarterly Revision form should be prepared and submitted concurrently with any Federal or Restricted Fund Appropriation Modification form.

The information about the Federal/Restricted Fund revised receipt estimates will not be passed on to ADVANTAGE Financial. The information from other **BRASS** budget execution forms will be passed on to ADVANTAGE Financial.

The Quarterly Revision form should be completed and submitted only when changes in receipt estimates for Federal and Restricted funds are being reported (according to the quarterly schedule) and/or appropriation modifications are being requested. **If there are no changes in either, then this form is not required.**

BRASS: Operating Budget Execution

Note: The only time this form would be submitted with a Quarter 1 Modification would be if an agency submitted this form prior to the beginning of a fiscal year for changes in 1st Quarter receipts of the next fiscal year.

If this form is submitted during the July through September period, the modification would be a Quarter 2 Modification. If submitted during the October through December, the modification would be a Quarter 3 modification, and if submitted during January through March, it would be a Quarter 4 modification.

BRASS: Operating Budget Execution

MARS FUND

0100 General Fund
6350 Tobacco Fund

1100 Road Fund

1300 Agency Revenue Fund
2100 Parks Fund
2200 State Fair Board Fund
2300 Industries for the Blind Fund
2400 Insurance Administration
2900 Kentucky Horse Park
3100 Fleet Management Fund
3200 Computer Services Fund
3500 Correctional Industries Fund
3600 Central Printing Fund
3700 Property Management Fund
3800 Risk Management Fund

1200 Federal Fund
6200 Unemployment Insurance Fund

BUDGETARY FUND

General
General

Road

Restricted
Restricted
Restricted
Restricted
Restricted
Restricted
Restricted
Restricted
Restricted
Restricted
Restricted
Restricted

Federal
Federal

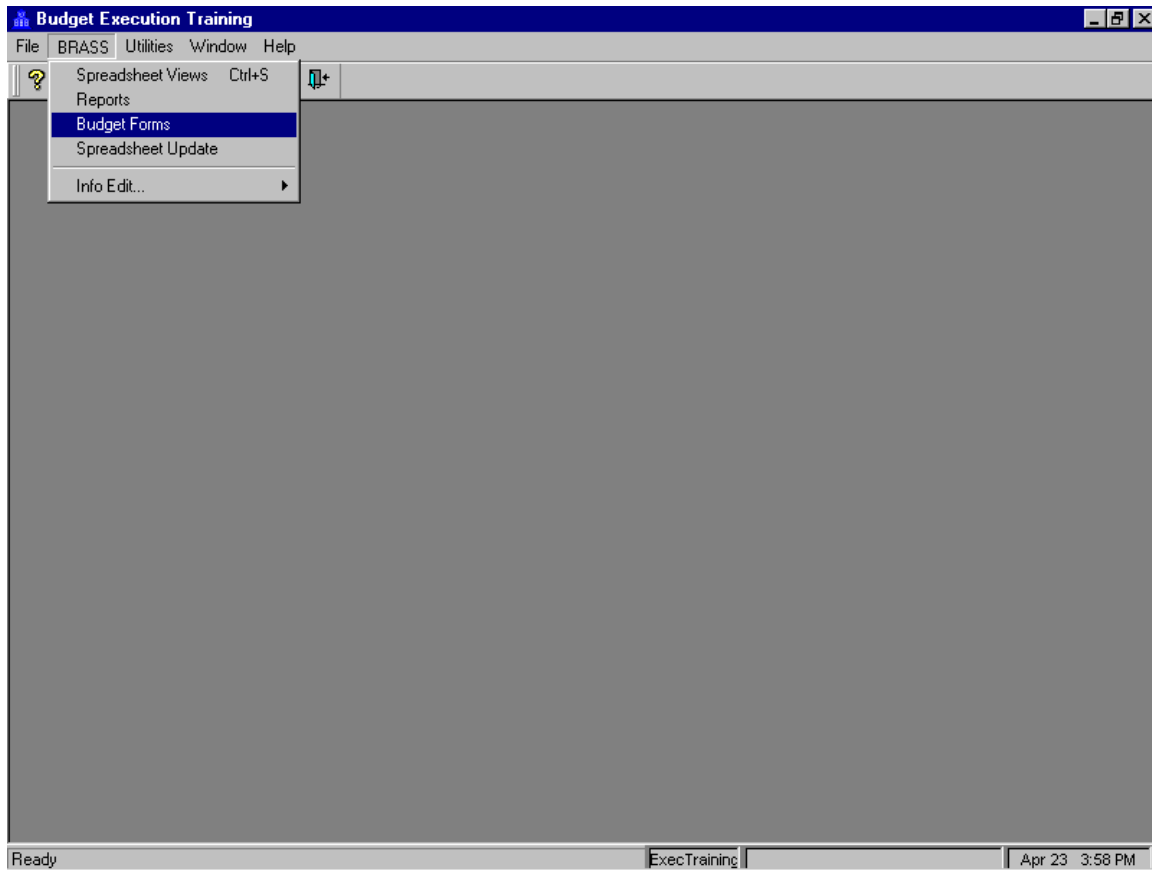
Restricted Fund and Federal Fund Structure

Before we walk through the Quarterly Revision form, we want to visit the **BRASS** Fund table as it relates to the Quarterly Revision form. This form only affects two Budgetary Funds: Restricted Fund and Federal Fund. A number of agencies have more than one MARS fund (i.e. 1300 and 2100) within a Budgetary Fund (i.e. Restricted). The table on page 5 - 4 shows all of the MARS funds for these two Budgetary Funds.

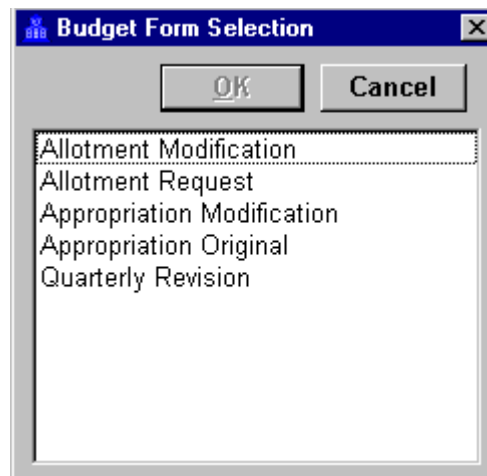
The Funds you will select and use for the Quarterly Revision Form are reflected in the "MARS FUND" column. Examples are the 1300-Agency Revenue Fund, 2100-Parks Fund, or 3500-Correctional Industries Fund.

There may be some unique situations where an Appropriation increase is associated with an updated receipt estimate for two funds within the Budgetary Fund. In those cases, there will be two Quarterly Revision forms prepared and submitted: one for each fund within the Restricted Fund.

BRASS Menu Option



Budget Form Selection Window



Quarterly Revision Form

BRASS will have an entry form, entitled Quarterly Revision. This is the form where you will enter the enacted amounts and quarterly revisions of Federal and Restricted Fund **Receipts**. In **BRASS**, there will be only **one** Quarterly Revision form for each discrete Fund and Appropriation program combination. This same form will be used **EACH TIME** that you need to prepare a quarterly submission. Note that in the Allotment Request, Appropriation Modification, and Allotment Modification forms, you were instructed to select a NEW form each time you need to submit. For this form, you will always use the same form serial number except for the first time you use it in a given fiscal year.

Let's do a walkthrough of a Quarterly Revision form.

In this walkthrough we will create a Quarterly Revision form for a Restricted Fund appropriation unit.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Budget Forms**

Step 3: Select **Quarterly Revision**

Quarterly Revision
“Outside of the Form”

The screenshot shows a Windows-style dialog box titled "Quarterly Revision". At the top right are three buttons: "Report", "OK", and "Cancel". The dialog contains several input fields: "Program:" with the value "670A_BILL", "Fund:" with the value "2100", "Serial Number:" with a dropdown menu showing "(New)", and "Description:" with the text "Parks - Parks Fund". Below these are "Stage:" (a dropdown menu with a blue icon), "Priority:" (a dropdown menu), "Type:" (a dropdown menu), "Code 1:" (a dropdown menu), "Code 2:" (a dropdown menu), "Code 3:" (a dropdown menu), and "Code 4:" (a dropdown menu). The "Stage:" field is followed by a pair of parentheses " ()".

We now have to populate the “Outside of the Form.”

Step 1: *Program* field. This is the field that is used to designate which Appropriation Program to use. Put your cursor in the Program field and type “☺☺☺”. Click on the down arrow and select the Appropriations Bill Level. Your security level will determine the Programs that are available to you in the drop down list.

When you are entering information at the Appropriation Bill program, it will always be identified by the “**_BILL**” at the end of the program code.

Step 2: *Fund* field. This is the field that is used to designate which Fund you are requesting with the Quarterly Revision form. Move your cursor to the Fund field. Click on the down arrow and select a Restricted or Federal Fund. All funds in the fund field will be in the drop down list.

Step 3: *Serial Number* field. Click on the down arrow and select “(New)”. Remember, the only time you will ever choose “(New)” for this form is the first time you create this form each fiscal year. The serial number for this form will be automatically assigned by the system.

Any quarterly updates made to this Appropriation Program/Fund combination during a fiscal year will be done by selecting the same form.

Step 4: *Description* field. This is the field where you will assign a name to your Quarterly Revision form.

Quarterly Revision
“Outside of the Form”

The screenshot shows a Windows-style dialog box titled "Quarterly Revision". It has a standard title bar with a close button (X). Inside the dialog, there are several input fields and buttons. At the top right, there are three buttons: "Report", "OK", and "Cancel". Below these, on the left, are two stacked text boxes: "Program:" containing "670A_BILL" and "Fund:" containing "2100". To the right of these is a "Serial Number:" dropdown menu showing "(New)". Below the serial number is a "Description:" text box containing "Parks - Parks Fund". Under the description is a "Stage:" dropdown menu showing "1" and a pair of parentheses " ()". Below the stage are two rows of dropdown menus: "Priority:" and "Type:" in the first row, and "Code 1:", "Code 2:", "Code 3:", and "Code 4:" in the second row. All dropdown menus are currently empty except for the "Stage" one which shows "1".

Step 5: *Stage* field. Select Stage 1. Only one stage will be used for the Quarterly Revision Form. This stage will be used for all phases for this form: initial entry by agency staff, final agency approval, official submission, and central review.

Only one stage is being used since the information included in the Quarterly Revision form is supplemental information to the Appropriation and Allotment Modification forms, when those requests involve an increase relating to a revised receipt estimate. If any changes need to be made to a form completed by an agency, then those changes will be made at Stage 1. Leaving the stage available to agency users will also enable the agency to use the Quarterly Revision form throughout the fiscal year.

Remember, the information entered in this form will NOT be passed to ADVANTAGE Financial.

Step 6: Leave the following fields blank:

Priority
Code 1
Code 2
Code 3
Code 4
Type

These fields are reserved for future use.

Step 7: Click "OK". The Quarterly Revision form that you just named will be created. We have just created a form that will have these particular data attributes on the inside of the form.

Quarterly Revision “Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

?

Quarterly Revision: 6 - Parks - Parks Fund

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

Seq	Program	Fund	Object	Enacted	Qtr 1 Mod	Qtr 2 Mod	Qtr 3 Mod	Qtr 4 Mod	Y1TOTAG
1	670CD	2100	BALANCE	2,000,000					2,000,000
2	670CD	2100	CURREC	40,000,000					40,000,000
				(42,000,000)	0	0	0	0	(42,000,000)

Ready ExecTraining May 3 2:55 PM

Let's now populate the Quarterly Revision form. (Notice the serial number and name across the top of the form.)

When the form first appears on the screen, the cursor will be in the Program field. To complete the form, you will need to select the ADVANTAGE Appropriation program. Move your mouse pointer and click or tab to the fields *Object*, *Enacted*, *Qtr 1 Mod*, *Qtr 2 Mod*, *Qtr 3 Mod* and *Qtr 4 Mod*. In this example, Fund 2100 was selected on the outside of the form, so this will be the only Non-Consolidating choice in the entry form itself.

Step 1: *Program* field. In this field select the ADVANTAGE Appropriation program. It will always have the following code structure: **3 digit MARS Agency + 2 digit ADVANTAGE Appropriation Code**

Step 2: *Object* field. Tab to the *Object* field and click the drop down arrow. You will have three choices from which to choose: BALANCE – Beginning Balance, CURRENT – Current Receipts, and NONREV - Non-Revenue. Since there is a balance forward for this program, select “BALANCE”.

Step 3: Move your cursor back to the Seq field of the first line and click on the “Insert” button. This will add another line.

Step 4: Tab to the *Object* field and click on the drop down arrow. This time select “CURRENT”, since this program has current receipts.

Step 5: We now want to enter values in the Enacted column.

BALANCE	\$ 2,000,000
CURRENT	\$40,000,000

BRASS: Operating Budget Execution

Sample Budget Page

	Tourism Development Parks				
	Revised FY 2002	Requested FY 2003	Requested FY 2004	Recommended FY 2003	Recommended FY 2004
SOURCE OF FUNDS					
General Fund					
Regular Appropriation	28,430,100	37,707,800	43,522,100	29,446,000	29,518,000
Budget Reduction	-568,600				
Total General Fund	27,861,500	37,707,800	43,522,100	29,446,000	29,518,000
Restricted Funds					
Balance Forward	30,000	21,100		26,400	
Current Receipts	49,888,300	51,857,300	54,231,200	50,871,600	52,400,000
Total Restricted Funds	49,918,300	51,878,400	54,231,200	50,898,000	52,400,000
TOTAL SOURCE OF FUNDS	77,779,800	89,586,200	97,753,300	80,344,000	81,918,000
EXPENDITURES BY CLASS					
Personnel Cost	47,294,000	54,751,300	57,813,200	48,904,000	51,056,000
Operating Expenses	29,825,100	31,954,900	33,106,500	30,578,000	30,005,000
Debt Service			3,942,000		
Capital Outlay	634,300	2,880,000	2,891,600	862,000	857,000
TOTAL EXPENDITURES	77,753,400	89,586,200	97,753,300	80,344,000	81,918,000
EXPENDITURES BY FUND SOURCE					
General Fund	27,861,500	37,707,800	43,522,100	29,446,000	29,518,000
Restricted Funds	49,891,900	51,878,400	54,231,200	50,898,000	52,400,000
TOTAL EXPENDITURES	77,753,400	89,586,200	97,753,300	80,344,000	81,918,000
EXPENDITURES BY UNIT					
General Administration and Support	9,628,500	10,300,800	10,540,000	9,467,000	9,850,000
Resort Parks	54,369,000	62,330,500	64,980,700	56,551,000	57,394,000
Recreation Parks and Historic Sites	13,051,900	16,254,100	17,518,400	13,561,000	13,892,000
Cafeterias	704,000	700,800	772,200	765,000	782,000
Debt Service			3,942,000		
TOTAL EXPENDITURES	77,753,400	89,586,200	97,753,300	80,344,000	81,918,000

The Department of Parks administers and operates the Kentucky State Park System under the authority of KRS 148. The Department strives to provide quality recreational facilities and to preserve and protect historically significant sites and natural phenomena in the Commonwealth of Kentucky.

The activities of the Department include the operation and maintenance of 17 resort parks, 22 recreational parks, ten historic sites, and the Capitol Annex Cafeteria in Frankfort.

Policy

Notwithstanding the provisions of KRS 148.800-810 or any other statute or provision of law to the contrary, the Governor's recommended budget includes the use of the Park Capital Maintenance and Renovation Fund for any ongoing cost of the Department of Parks. Specifically, the Governor recommends \$400,000 from this fund as a current year restricted funds appropriation. Also, the Governor recommends \$923,000 in fiscal year 2003 and \$1,069,000 in fiscal year 2004 from this fund for custodial maintenance of new golf courses. Moreover, the Governor recommends \$803,000 from this fund be used to supplement the Department of Parks general operations. Finally, should these amounts prove to be insufficient to support the continuation

BRASS: Operating Budget Execution

IMPORTANT: The values you enter in the Enacted Column for each Fund and Appropriation Program combination should be the actual amount from the enacted budget for that fiscal year. These values should match, as revised, the information published in the Budget of the Commonwealth each biennium.

Quarterly Revision Form “Inside of the Form”

Budget Execution Training

File BRASS Utilities Window Help

Quarterly Revision: 6 - Parks - Parks Fund

Insert Delete Move Audit Sum Rev. Apply Save Cancel

General Justification

Seq	Program	Fund	Object	Enacted	Qtr 1 Mod	Qtr 2 Mod	Qtr 3 Mod	Qtr 4 Mod	Y1TOTAG
1670C0		2100	BALANCE	2,000,000					2,000,000
2670C0		2100	CURREC	40,000,000	1,000,000				41,000,000
				42,000,000	1,000,000	0	0	0	43,000,000

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Step 6: At the top-center of the form there is a field that displays “Net Cost.” This is a drop down box with several choices. The choices control how the column totals in a form are displayed. Since all lines or objects entered in the Quarterly Revision form are revenue lines/objects, then the “red” lines at the bottom of the form should add to the total of the three lines:

Balance Forward, Current Receipts, Non-Revenue Receipts. This will be very helpful in viewing totals directly from the form. Click on the drop down arrow in that box. Select “Sum Rev”. Notice how this changed the column totals from negative to positive.

Step 7: Click the “Apply” button.

Step 8: We are now ready to enter the revisions in the form. You will always enter the **Amount of Change** to the Enacted column amount. In the First Quarter column, you need to increase the Current Receipts by \$1,000,000 because the Parks Appropriation Unit receipts for the 2100-Parks Fund in the last year were growing faster than estimated (due to all the new renovation work) and you are requesting to increase your Appropriations and Allotments by \$1,000,000. Enter \$1,000,000 in the Current Receipts line for the 1st Quarter.

Step 9: Click the “Apply” button. After clicking the “Apply” or “Save” button, you will be prompted for a Reason for Change.

Type in an explanation for why the number was changed, Click “OK”, and continue working.

Quarterly Revision Form "Inside of the Form"

Budget Execution Training

File BRASS Utilities Window Help

Quarterly Revision: 6 - Parks - Parks Fund

Insert Delete Move Audit Net Cost Apply Save Cancel

General Justification

Seq	Program	Fund	Object	Enacted	Qtr 1 Mod	Qtr 2 Mod	Qtr 3 Mod	Qtr 4 Mod	Y1TOTAG
1	670CO	2100	BALANCE	2,000,000		50,000			2,050,000
2	670CO	2100	CURREC	40,000,000	1,000,000				41,000,000
				(42,000,000)	(1,000,000)	(50,000)	0	0	(43,050,000)

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Now it is mid-September and you need to increase the receipt estimate of this Appropriation Program/Fund combination, along with Appropriation and Allotment Modifications. This change is to update the Balance Forward estimate to the actual amount that was forwarded into the fiscal year. The actual Balance forward was \$2,050,000.

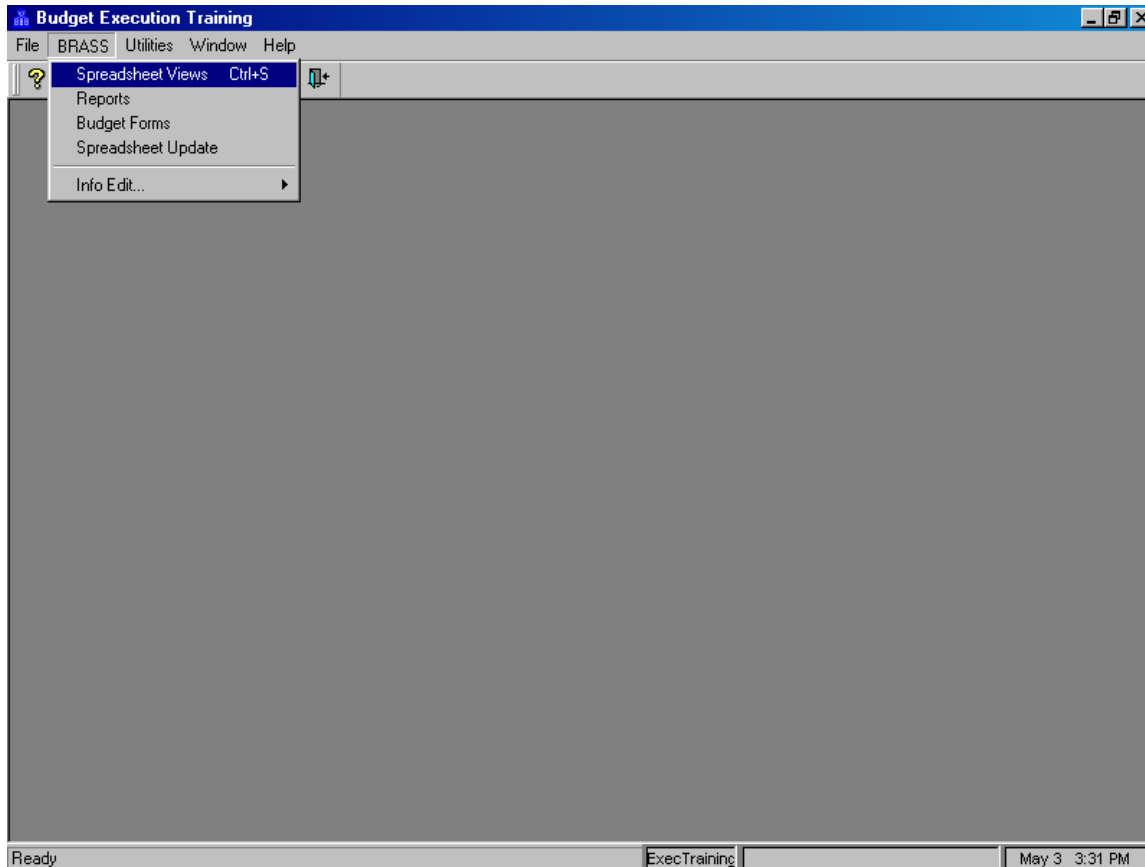
Step 10: Enter \$50,000 in the 2nd Quarter column for BALANCE. Remember, this amount is the amount of change to the enacted column values.

Notice the Display column at the right end of the form changes to reflect the amounts you have entered.

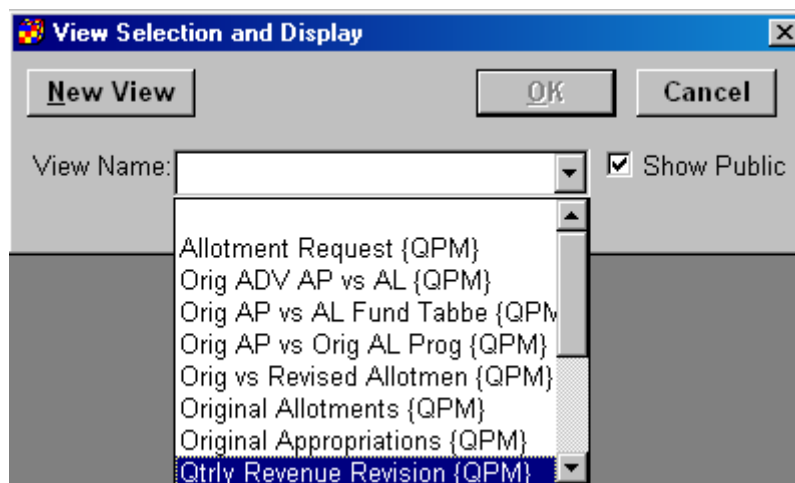
Step 11: Click the “Save” button. You will be prompted for a Reason for Change. Type in your reason for change, hit “OK”, and the form will close.

Note: You only have to create lines applicable to your agency for the Quarterly Revision form. In this example, there are not any Non-Revenue receipts, therefore, we did not insert a line for this object.

BRASS Menu Option



View Selection and Display Screen for Spreadsheet View



Quarterly Revision Form – Spreadsheet View

The **BRASS** system is built around the concept of flexible spreadsheet-like information, consisting of lines and columns which can be easily viewed by the user. You will be able to select combinations of specific Programs (both entry level and roll-ups), Funds, and Budget Stages to examine.

BRASS will have standard Spreadsheet views set up for everyone's use, those are called Public Views. As a **BRASS** user, you will be able to create your own Spreadsheet Views as well.

We will look at a Spreadsheet view of your Quarterly Revision form.

Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Spreadsheet Views**

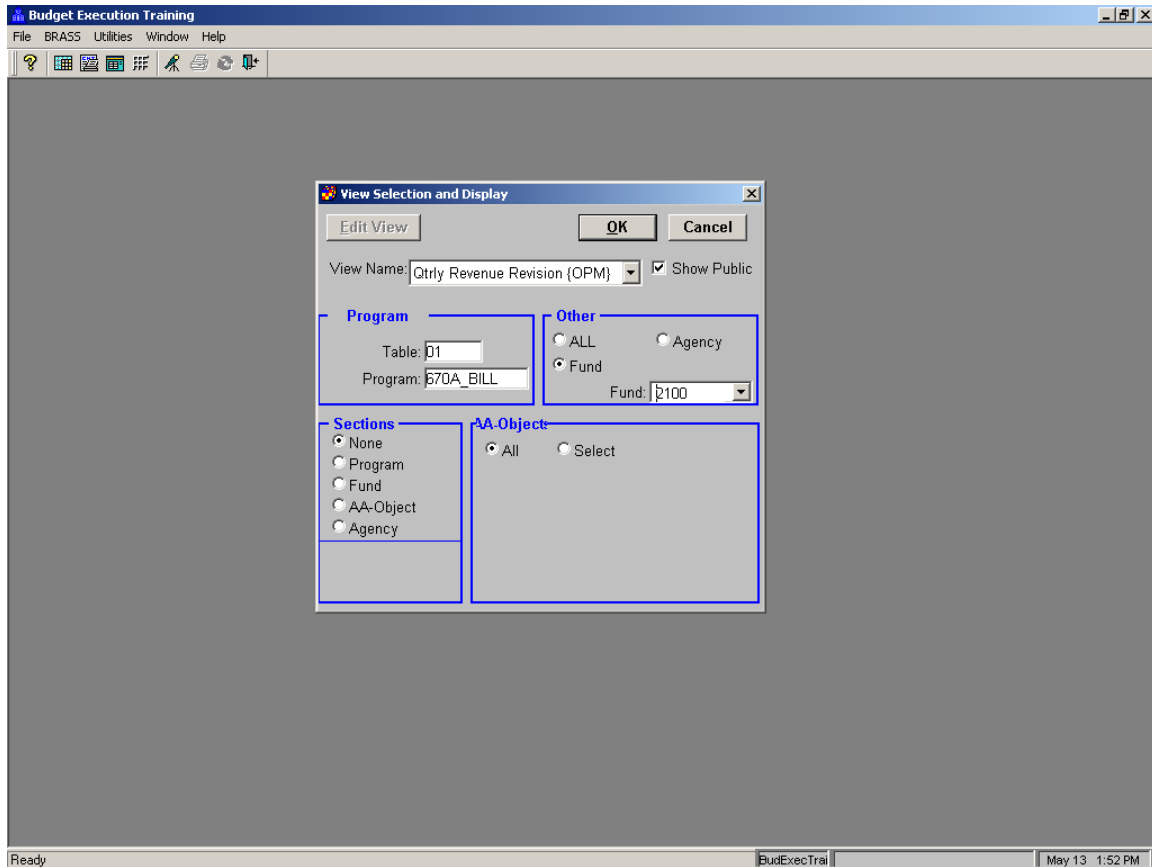
The View Selection and Display screen appears.

Step 3: Click on the Show Public box

Step 4: Click on the drop down arrow in the View Box and select the "Qtrly Revenue Revision" view

The View Selection and Display screen expands to display a number of elements.

View Selection and Display Screen for Spreadsheet View



Step 5: In the Program Section, the Table field defaults to "01". **Do Not Change.** Type ☺☺☺ in the Program box and delete the rest of the line (if applicable). Click on the drop down arrow and select "☺☺☺_BILL" for your Appropriation Unit.

Step 6: In the Other Section click the Fund button and a Fund selection box will appear. Click the drop down arrow and select the fund.

Step 7: In the Sections Section, click "None". Click "OK".

Your Spreadsheet View of the Quarterly Revision form appears.

Note: In the Program Section, the Program displayed when this screen opens will always be the last program used by the author of this public view.

BRASS: Operating Budget Execution

Quarterly Revision Form – Spreadsheet View

Budget Execution Training

File BRASS Utilities Window Help

Zoom

Object	Line Name	Enacted Revenue FY 03-04	Revenue Qtr 1 Revision FY 03-04	Revenue Qtr 2 Revision FY 03-04	Revenue Qtr 3 Revision FY 03-04	Revenue Qtr 4 Revision FY 03-04	Revenue Total Revised FY 03-04
670A_BIL	Parks						
BALANCE	Beginning Balance	2,000,000		50,000			2,050,000
CURREC	Current Receipts	40,000,000	1,000,000				41,000,000
TOTRES	Total Resources	42,000,000	1,000,000	50,000			43,050,000

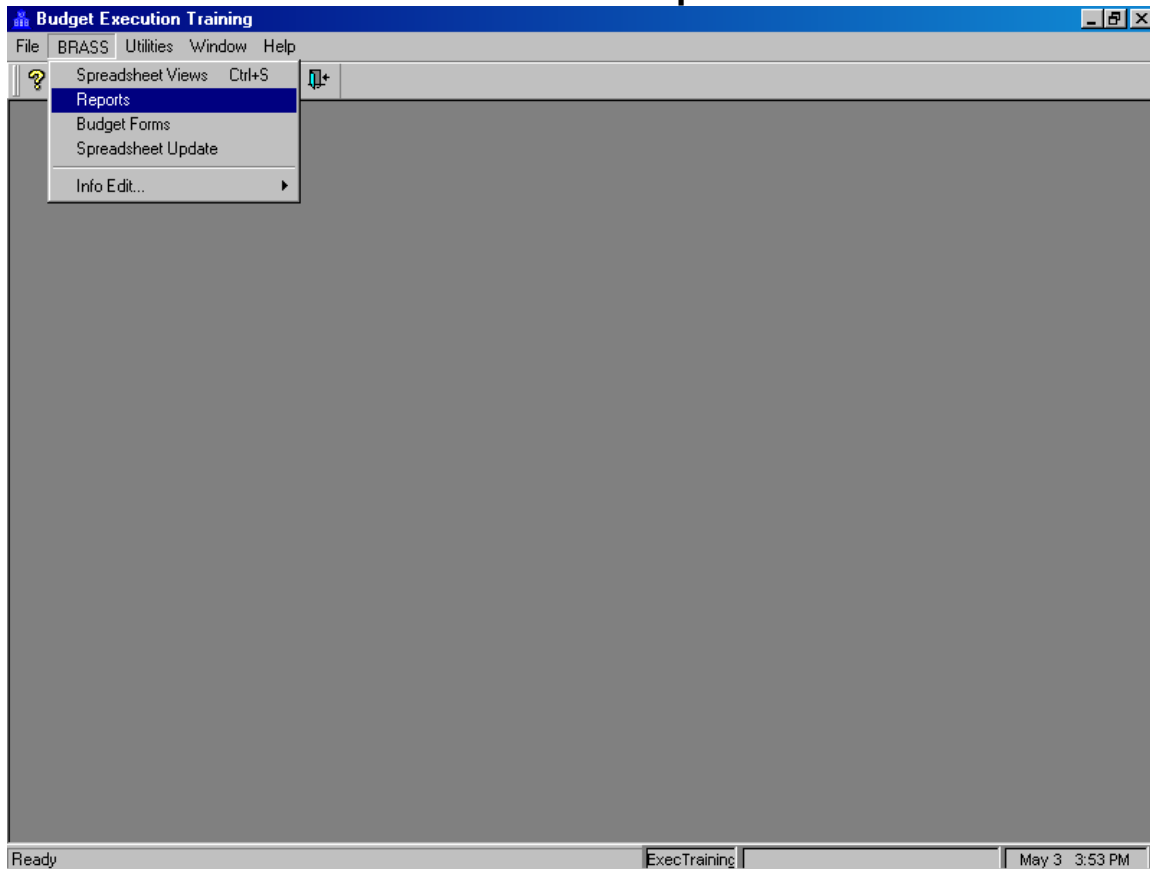
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You should now have the Spreadsheet View for your Quarterly Revision Form.

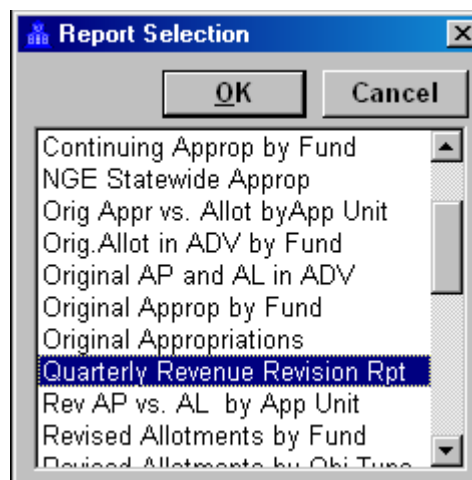
In Appendix A is a listing of all the Spreadsheet Views. We have included a description of the view and a sample.

Next, let's look at another way to access information from your Quarterly Revision Form using a Report.

BRASS Menu Option



Report Selection Window



Quarterly Revenue Revision Report

Now, let's complete the steps to access the **BRASS** Report, Quarterly Revenue Revision.

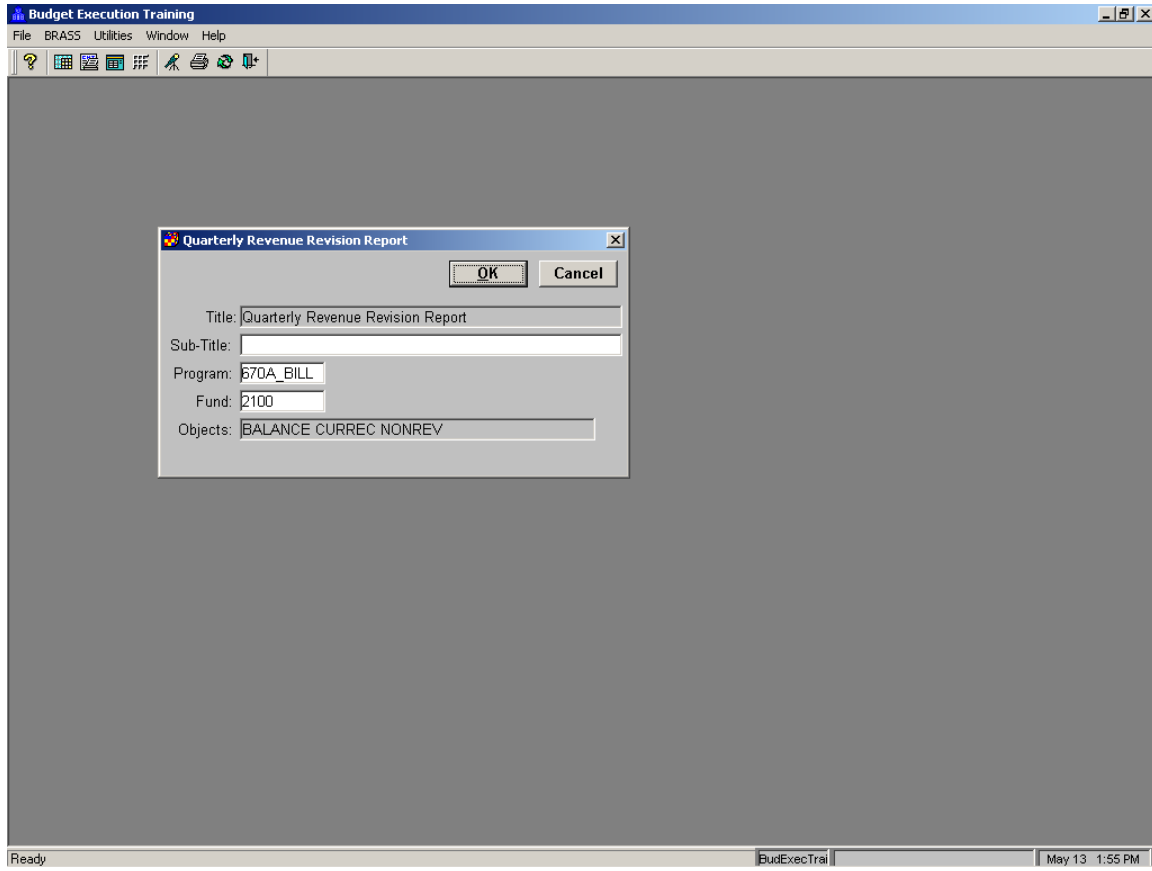
Step 1: On the **Menu Bar** -- Select **BRASS**

Step 2: Select **Reports**

A list should appear that contains several available reports. A complete listing of the reports is available in Appendix B. Included is a description of the report and a sample.

Step 3: Select **Quarterly Revenue Revision Rpt** and Click **OK**

Quarterly Revenue Revision “Outside the Report” Window



An “Outside the Report” dialog box for the Quarterly Revenue Revision Report is now open. There are several protected fields that you cannot edit. The information for these fields is inferred from your Form. These fields are Title and Objects. Let’s populate the non-protected fields to select the report.

Step 1: *Sub-Title* field. This field will appear on the report under the pre-defined Report Title. Enter a Sub-Title for your report.

Step 2: *Program* field. Click the down arrow and select the Program used in creating the Quarterly Revision Form. Type ☺☺☺☺☺.

Step 3: *Fund* field. Click the down arrow and select the Fund used in creating the Quarterly Revision Form.

Step 4: Click **OK**

BRASS: Operating Budget Execution

Budget Execution Training
_ 5 _ X

File BRASS Utilities Window Help

Quarterly Revenue Revision Report
_ 5 _ X

Commonwealth of Kentucky
Quarterly Revenue Revision Report

	Enacted Revenue FY 03-04	Revenue Qtr 1 Revision FY 03-04	Revenue Qtr 2 Revision FY 03-04	Revenue Qtr 3 Revision FY 03-04	Revenue Qtr 4 Revision FY 03-04	Revenue Total Revised FY 03-04
670C0 - Parks						
<i>2100 - Parks Fund</i>						
BALANCE - Beginning Balance	2,000,000	0	50,000	0	0	2,050,000
CURREC - Current Receipts	40,000,000	1,000,000	0	0	0	41,000,000
<i>2100 - Parks Fund</i>	42,000,000	1,000,000	50,000	0	0	43,050,000
670C0 - Parks	42,000,000	1,000,000	50,000	0	0	43,050,000
Grand Total	42,000,000	1,000,000	50,000	0	0	43,050,000

5/13/2003
Form: d_ghe110_453.wld
Page 1 of 1

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A report of your Quarterly Revenue Revision should now be visible. You will need to include a copy of this report when requesting an appropriation modification for a Federal or Restricted fund account.

Step 5: On the **Menu Bar** - - Select **File**

Step 6: Select **Print**

Step 7: Adjust the margins if necessary and make sure that the paper orientation is landscape. Print the report.

Submission of the Quarterly Revision Form

Since there will be only one Stage for this form, as we discussed earlier, agencies will need to internally determine its process for completing a form prior to communicating to GOPM that it is ready to be submitted. This will all occur in Stage1 so the “submission” of the Quarterly Revision form will all be manual procedures involving the communication to GOPM that the form is ready to be reviewed by them.

At that point, GOPM analyst will access the form online, **BUT WILL NOT ADVANCE IT TO ANY NEXT STAGE.** Following GOPM review, if there are any changes that need to be made to this form, then GOPM will communicate that to the agency, and the agency will re-open the form to enter those changes, and communicate back to GOPM that the form has been revised and is ready for submission.



In this topic you learned about:

- The Quarterly Federal/Restricted Fund estimate process;
- The Restricted Fund and Federal Fund structure;
- The Quarterly Revision form in **BRASS**;
- The Quarterly Revision form views and reports; and,
- The Quarterly Revision form submission and review process.



Are there any questions about Quarterly Federal Fund/Restricted Fund Revisions?

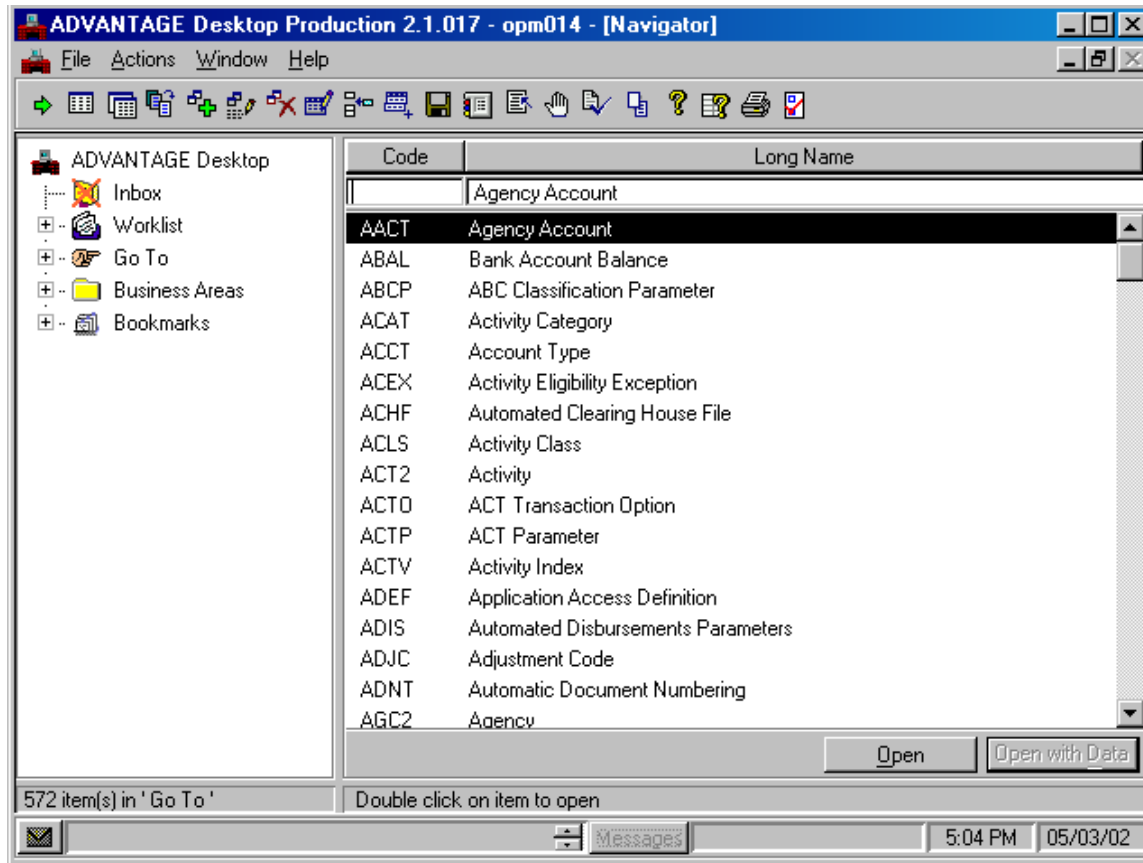
Topic 6: ADVANTAGE Financial

This topic provides information about selected ADVANTAGE Financial screens. It is not intended to take the place of any MARS ADVANTAGE training.

By the end of this topic, you will be able to:

- Describe how the **BRASS** Program field and the ADVANTAGE Financial Program Reference Table are related,
- Read and use the ADVANTAGE Financial Appropriation Inquiry (Extended) (EAP2) screen,
- Read and use the ADVANTAGE Financial Allotment Inquiry 2 (Extended) (EAL2) screen,
- Read and use the ADVANTAGE Financial Appropriation by Budget Object Inquiry (APOB) screen, and
- Read and use the ADVANTAGE Financial Allotment by Budget Object Inquiry (ALOB) screen.

ADVANTAGE – GO TO WINDOW



Program Reference Table

It is important to understand how the **BRASS** Program code relates to the ADVANTAGE Program code. Remember, that the **BRASS** Program code is comprised of the ADVANTAGE Agency code plus either the Appropriation code or the Allotment code (Example: 670C0 or 670CA0). The combination of the **BRASS** code with the fund selected in the form are the key elements in the relationship to the ADVANTAGE Program code.

Let's look at the ADVANTAGE Program code.

- Step 1:** Once you have logged into ADVANTAGE, open the **Go To Window**
- Step 2:** In the *Code* field, type PRFA
- Step 3:** Click the "Open" button
- Step 4:** On the **Menu Bar** - - Select **Window: Clear Window**
- Step 5:** In the *Budg FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appr Prog* field enter ☺☺
- Step 6:** On the **Menu Bar** - - Select **Display: Browse Data**. The Program Reference Alternate Table (PRFA) is displayed

PROGRAM REFERENCE ALTERNATE TABLE (PRFA)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Program Reference Alternate Table]									
File Edit Display Modify Window Help									
	Budg FY	Fund	Agency	Appr Prog	Allt Prog	Prog Bud Unit	Cash Control Ind	Override Cash Ind	Name
1	02	2100	670	C0	CA0	CA00	4	N	PARKS-GEN ADM & SUPPORT
2	02	2100	670	C0	CB0	CBA0	4	N	PARKS-RES PKS-ARTS COUN. GRANT
3	02	2100	670	C0	CB0	CB80	4	N	PARKS-RES PKS SUPP. EMPL GRANT
4	02	2100	670	C0	CB0	CB00	4	N	PARKS-RESORT PARKS
5	02	2100	670	C0	CC0	CC00	4	N	PARKS-REC. PARKS & HIST. SITES
6	02	2100	670	C0	CD0	CD00	4	N	PARKS-CAFETERIAS
7	02	2100	670	C0	CE0	CE00	4	N	PARKS-RESERVE FOR DEBT SVC
8	02	2100	760	XX	XXX	NE00	5	N	ANOC-UNREDEEMED CHECKS REFND
9	02	2200	235	M0	MA0	MA00	4	N	FAIR BD-KFEC
10	02	2200	235	M0	MB0	MB00	4	N	KY INTERN'L CONVENTION CENTER
11	02	2200	235	M0	MCD	MC00	4	N	FAIR BD-DEBT SVS PROJECT 55
12	02	2200	758	XX	XXX	XREC	5	Y	OC-INTERFUND LOANS
13	02	2200	760	XX	XXX	NE00	5	N	ANOC-UNREDEEMED CHECKS REFND

If the PRFA screen does not display the budget fiscal year, fund, agency and Appropriation program entered on the first line of the table, then the combination of data entered does not exist on this table. This combination of data must exist on the PRFA table in order for you to select the **BRASS** Program code plus fund combination in the **BRASS** forms.

ADVANTAGE Financial does not display a message that the data entered is invalid. The first line of the table will display the closest entries to the data entered.

The same is true for an Allotment program. To check to see if an Allotment program exists on the PRFA table follow the steps below:

Step 1: Open the **Go To Window**

Step 2: In the *Code* field, type PRFA

Step 3: Click the “Open” button

Step 4: On the **Menu Bar** - - Select **Window: Clear Window**

Step 5: In the *Budg FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, in the *Appr Prog* field enter ☺☺, and in the *Allt Prog* field enter ☺☺☺

Step 6: On the **Menu Bar** - - Select **Display: Browse Data**. The Program Reference Alternate Table (PRFA) is displayed

APPROPRIATION INQUIRY (EXTENDED) (EAP2)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Appropriation Inquiry (Extended)]

File Edit Display Window Help

Budget Fiscal Year: 02 Fund: 2100 Agency: 670 Org: Appr Unit: 00
Appr Type: Regular ☐ Multiyear ☒ Active Appr End Date: 07 / 31 / 02
Budget Authority Opt: Appropriation Only
Allotment Control: Neither ☐ Use Presence Control
Name: PARKS Short Name:
[Receipts](#)
Original Estimated: 0.00 Current Estimated: 0.00 Actual: 39,009,358.70
[Appropriation](#)
Original: 49,491,900.00 Current: 49,491,900.00 Begin Day: 49,491,900.00
Begin Cash Bal: 0.00 Reverted: 0.00 Transfer in: 0.00
Transfer out: 0.00 Budget Authority: 49,491,900.00 Allotment: 49,491,900.00
Expense Budget: 0.00
[Amounts](#)

	Current	Begin Day
Pre-encumbered	3,480.01	3,480.01
Encumbered	453,975.86	450,003.61
Expended	35,105,461.62	35,099,996.34

Uncommitted	13,928,982.51	/	28.15	%
Unexpended	14,386,438.38	/	29.07	%

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APPROPRIATION INQUIRY

The Appropriation Inquiry (Extended) (EAP2) in ADVANTAGE Financial stores the Budget Authority balance associated with each Appropriation Program. EAP2 provides a summary view of all documents which have posted to an appropriation budget, that is, all documents referencing this appropriation will roll up to this table. The original and current budget fields of this table are updated from Appropriation (AP) documents in the budget system.

Let's look at an Appropriation program:

Step 1: Open the **Go To Window**

Step 2: In the *Code* field, type EAP2

Step 3: Click the "Open" button

Step 4: On the **Menu Bar** - - Select **Window: Clear Window**

Step 5: In the *Budget Fiscal Year* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appr Unit* field enter ☺☺

Step 6: On the **Menu Bar** - - Select **Display: Browse Data**. The Appropriation Inquiry (Extended) is displayed

Let's review a few of the fields on the EAP2 screen. A more in depth discussion of the fields can be found in the Chart of Accounts/Budget and Cash Control class.

Appropriation Original: This field contains the appropriation amount for this appropriated program when the budget was officially approved.

Appropriation Current: This field contains the current appropriation amount for the appropriated program. This figure includes changes made with adjusting appropriation documents processed after the budget was officially approved.

APPROPRIATION INQUIRY (EXTENDED) (EAP2)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Appropriation Inquiry (Extended)]

File Edit Display Window Help

Budget Fiscal Year: 02 Fund: 2100 Agency: 670 Org: Appr Unit: 01
Appr Type: Regular ☐ Multiyear ☒ Active Appr End Date: 07 / 31 / 02
Budget Authority Opt: Appropriation Only
Allotment Control: Neither ☐ Use Presence Control
Name: PARKS Short Name:
[Receipts](#)
Original Estimated: 0.00 Current Estimated: 0.00 Actual: 39,009,358.70
[Appropriation](#)
Original: 49,491,900.00 Current: 49,491,900.00 Begin Day: 49,491,900.00
Begin Cash Bal: 0.00 Reverted: 0.00 Transfer in: 0.00
Transfer out: 0.00 Budget Authority: 49,491,900.00 Allotment: 49,491,900.00
Expense Budget: 0.00
[Amounts](#)

	Current	Begin Day		
Pre-encumbered	3,480.01	3,480.01	Uncommitted	13,928,982.51 / 28.15 %
Encumbered	453,975.86	450,003.61	Unexpended	14,386,438.38 / 29.07 %
Expended	35,105,461.62	35,099,996.34		

Messages 5:04 PM 05/03/02

BRASS: Operating Budget Execution

Appropriation: Begin Day: This amount is only updated during nightly batch processing and is the balance from the end of the previous business day.

Allotment: This field contains the total of all allotment program budget balances that are associated with this appropriated program. This field is updated as Allotment (AL) documents are processed to establish allotment program budget balances for a given appropriated program.

ALLOTMENT INQUIRY 2 (EXTENDED) (EAL2)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment Inquiry 2 (Extended)]

File Edit Display Window Help

Budget Fiscal Year 02 Fund 2100 Agency 670 Org Appr Unit C0 CA0

Object Type Object Class

YTD Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Uncommitted	18,283.16	Unexpended	23,738.20

Annual Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Unobligated	18,283.16	Unexpended	23,738.20

	Period	Allotment Amount	Pre-encumbered Amount	Encumbered Amount	Expended Amount	Uncommitted Amount	Ur
1	021	100,000.00	0.00	3,503.30	53,782.32	42,714.38	
2	022	100,000.00	0.00	-3,281.26	50,882.17	52,399.09	
3	023	50,000.00	0.00	12,078.90	48,524.16	-10,603.06	
4	024	0.00	0.00	-6,845.90	73,073.15	-66,227.25	

10:26 AM 05/06/02

Allotment Inquiry

The Allotment Inquiry 2 (Extended) (EAL2) provides a summary of all documents which have posted to an allotment budget, that is, all documents referencing this allotment will roll up to this table. The budget fields of this table are updated from Allotment (AL) documents in the budget system.

Let's look at an Allotment Program:

Step 1: Open the **Go To Window**

Step 2: In the *Code* field, type EAL2

Step 3: Click the "Open" button

Step 4: On the **Menu Bar** - - Select **Window: Clear Window**

Step 5: In the *Budget Fiscal Year* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appr Unit* field enter ☺☺ ☺☺☺

Step 6: On the **Menu Bar** - - Select **Display: Browse Data**. The Allotment Inquiry 2 (Extended) is displayed

Let's review a few of the fields on the EAL2 screen. A more in depth discussion of the fields can be found in the Chart of Accounts/Budget and Cash Control class.

The EAL2 screen is composed of 4 sections. These sections consists of:

- ❑ Key fields
- ❑ YTD Amounts
- ❑ Annual Amounts
- ❑ Amounts by Period

ALLOTMENT INQUIRY 2 (EXTENDED) (EAL2)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment Inquiry 2 (Extended)]

File Edit Display Window Help

Budget Fiscal Year: 02 Fund: 2100 Agency: 670 Org: Appr Unit: C0 CA0

Object Type: Object Class:

YTD Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Uncommitted	18,283.16	Unexpended	23,738.20

Annual Amounts

Allotment	250,000.00	Pre-encumbered	0.00	Encumbered	5,455.04
Expended	226,261.80	Unobligated	18,283.16	Unexpended	23,738.20

	Period	Allotment Amount	Pre-encumbered Amount	Encumbered Amount	Expended Amount	Uncommitted Amount	Ur
1	021	100,000.00	0.00	3,503.30	53,782.32	42,714.38	
2	022	100,000.00	0.00	-3,281.26	50,882.17	52,399.09	
3	023	50,000.00	0.00	12,078.90	48,524.16	-10,603.06	
4	024	0.00	0.00	-6,845.90	73,073.15	-66,227.25	

Messages 10:26 AM 05/06/02

Key fields: These are the fields that were entered to retrieve the record.

YTD Amounts: Allotments are frequently established on a quarterly basis. On the first day of each quarter, that quarter's allotment (budget authority) becomes available for use by the agency. The Allotment amount in this section will contain allotments for each quarter of the fiscal year that has been initiated. That is, if looking at the screen in February, the YTD amounts will include activity for the first three quarters of the budget fiscal year.

Annual Amounts: This section of the screen displays the entire amount that will eventually be available, once all quarters are allotted. That is, if looking at the screen in February, the Annual allotments will include activity for all four quarters of the budget fiscal year.

Amounts by Period: Allotments that are for regular appropriations, will have a line displayed in this section for each quarters' amounts.

Uncommitted Amount=

*Allotment Amount – [Pre-Encumbered Amount – Encumbered Amount –
Expended Amount]*

Unexpended Amount=

Allotment Amount – Expended Amount

APPROPRIATION BY BUDGET OBJECT INQUIRY (APOB)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Appropriation by Budget Object Inquiry]

File Edit Display Modify Window Help

Budget FY 02 Fund 0100 Agency 670 Organization Appropriation Unit C0

	Appropriation Object	Current Amount	Estimated Receipt Amount
1	A001	28,486,100.00	0.00
2	A009	-568,600.00	0.00
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

HEADER CHANGE Messages 10:51 AM 05/06/02

Appropriation by Budget Object Inquiry

The Appropriation by Budget Object Inquiry screen displays a breakdown by budget object of each Appropriation (AP) document that has been posted to the associated Appropriation Program. Budget objects are defined on pages 2-9 through 2-11 of this manual.

Let's look at an Appropriation Program:

Step 1: Open the **Go To Window**

Step 2: In the *Code* field, type APOB

Step 3: Click the "Open" button

Step 4: On the **Menu Bar** - - Select **Window: Clear Window**

Step 5: In the *Budget FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appropriation Unit* field enter ☺☺

Step 6: On the **Menu Bar** - - Select **Display: Browse Data**. The Appropriation by Budget Object Inquiry is displayed

Let's look at the fields on the screen:

Appropriation Object: This equates to the AA-Object selected on the **BRASS** form. In this screen shot, A001 = Regular Appropriation with A009 = Budget Reduction Appropriation Revision. See page 1-20 of this manual for a complete list. Also, table BOBJ, Budget Object Table, in ADVANTAGE.

Current Amount: The amount displayed is the combined total of all Appropriation (AP) documents posted that contain the associated Appropriation Object. For example, assume that Parks had a first round budget cut of \$268,000 and a second round budget cut of \$300,600. The current amount displayed is \$568,600, the combination of both Appropriation (AP) documents posted with the A009 Appropriation Object.

ALLOTMENT BY BUDGET OBJECT INQUIRY (ALOB)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment by Budget Inquiry]

File Edit Display Modify Window Help

Budget Fiscal Year 02 Fund 0100 Agency 670 Organization
Appropriation Unit C0 CA0 Object Type 01 Object Class

	Allotment Period	Allotment Object	Allotment Amount
1	021	8001	2,400,000.00
2	022	8001	2,017,000.00
3	023	8001	1,915,000.00
4	024	8001	1,697,500.00
5	024	8009	-187,500.00
6			
7			
8			
9			
10			
11			
12			
13			

HEADER CHANGE Messages 11:07 AM 05/06/02

Allotment by Budget Object Inquiry

The Allotment by Budget Object Inquiry screen displays a breakdown by budget object of each Allotment (AL) document that has been posted to the associated Allotment Program. Budget objects are defined on pages 2-9 through 2-11 of this manual.

Let's look at an Allotment Program:

- Step 1:** Open the **Go To Window**
- Step 2:** In the *Code* field, type ALOB
- Step 3:** Click the "Open" button
- Step 4:** On the **Menu Bar** - - Select **Window: Clear Window**
- Step 5:** In the *Budget FY* field enter ☺☺, in the *Fund* field enter ☺☺☺☺, in the *Agency* field enter ☺☺☺, and in the *Appropriation Unit* field enter ☺☺ ☺☺☺
- Step 6:** In the *Object Type* field enter ☺☺. Object types are defined on page 2-29 of this manual
- Step 6:** On the **Menu Bar** - - Select **Display: Browse Data**. The Allotment by Budget Object Inquiry is displayed

Let's look at the fields on the screen:

Allotment Period: The allotment period is defined as budget fiscal year plus quarter. For example, budget fiscal year = 02, with quarters = 1, 2, 3 or 4. For the first quarter or budget fiscal year 02, the allotment period = 021.

Allotment Object: This equates to the AA-Object selected on the **BRASS** form. In this screen shot, B001 = Regular Allotment with B009 = Budget Reduction Allotment Revision.

ALLOTMENT BY BUDGET OBJECT INQUIRY (ALOB)

ADVANTAGE Desktop Production 2.1.017 - opm014 - [Allotment by Budget Inquiry]

File Edit Display Modify Window Help

Budget Fiscal Year 02 Fund 0100 Agency 670 Organization
Appropriation Unit C0 CA0 Object Type 01 Object Class

	Allotment Period	Allotment Object	Allotment Amount
1	021	B001	2,400,000.00
2	022	B001	2,017,000.00
3	023	B001	1,915,000.00
4	024	B001	1,697,500.00
5	024	B009	-187,500.00
6			
7			
8			
9			
10			
11			
12			
13			

HEADER CHANGE Messages 11:07 AM 05/06/02

Current Amount: The amount displayed is the combined total of all Allotment (AL) documents posted that contain the associated Allotment Object. For example, assume that Parks had a first round budget cut of \$87,500 and a second round budget cut of \$100,000. The current amount displayed is \$187,500, the combination of both Allotment (AL) documents posted with the B009 Allotment Object.



In this topic, you learned about:

- ❑ Describe how the **BRASS** Program field and the ADVANTAGE Financial Program Reference Table are related,
- ❑ Read and use the ADVANTAGE Financial Appropriation Inquiry (Extended) screen,
- ❑ Read and use the ADVANTAGE Financial Allotment Inquiry 2

(Extended) screen,

- ❑ Read and use the ADVANTAGE Financial Appropriation by Budget Object Inquiry screen, and
- ❑ Read and use the ADVANTAGE Financial Allotment by Budget Object Inquiry screen.



Are there any questions about the ADVANTAGE Financial screens??

Spreadsheet Views

SPREADSHEET TITLE	DESCRIPTION	PROGRAM
Allotment Request	Displays the Original Allotment request as submitted by the agency with a total column. Broken down by object type.	Select at 6C or higher. Can be selected at 7N.
Orig ADV AP vs AL	Displays the Original Allotment request as submitted to ADVANTAGE with a total column compared to the ADVANTAGE Original Appropriation. Broken down by object type.	Must be selected at 5C or higher.
Orig AP vs AL Fund Tabbed	Displays the Original Allotment request as submitted by the agency with a total column compared to the ADVANTAGE Original Appropriation. Is designed to be tabbed at the top by fund.	Must be selected at 5C or higher.
Orig AP vs Orig AL Prog	Displays the Original Allotment request as submitted by the agency with a total column compared to the ADVANTAGE Original Appropriation. Allotments are broken down by object type.	Must be selected at 5C or higher.
Orig vs Revised Allotment	Displays the Original Allotment total as submitted by the agency, the Revised Allotment total as submitted to ADVANTAGE, the Original Appropriation as submitted to ADVANTAGE, and the Revised Appropriation as submitted to ADVANTAGE. Allotments are broken down by object type.	Must be selected at 5C or higher.
Original Allotments	Displays the Original Allotment request as submitted to ADVANTAGE with a total column. Broken down by object type.	Select at 6C or higher. Can be selected at 7N.
Original Appropriations	Displays the Original Appropriation as submitted to ADVANTAGE.	Select at 5C or higher. Can be selected at 6N.
Qtrly Revenue Revision	Displays the Balance Forward, Current Receipts, Non-Revenues and Total Resources as Enacted with Revisions by quarter for federal and agency funds	Select at 5C or higher. Can be selected at 6N.
Rev AP vs Rev AL Prog	Displays the Revised Allotment request as submitted to ADVANTAGE with a total column compared to the ADVANTAGE Revised Appropriation. Allotments are broken down by object type.	Must be selected at 5C or higher.
Revised Allotments	Displays the Revised Allotment request as submitted to ADVANTAGE with a total column. Broken down by object type.	Select at 6C or higher. Can be selected at 7N.
Revised Allots. by AL Ob	Displays the Revised total Allotment request for the year broken by object type.	Select at 6C or higher. Can be selected at 7N.

Spreadsheet Views

Revised ALs Totals	Displays the Original Allotment Total, the total of all Allotment Modifications and the Revised Allotment Total (as reflected in ADVANTAGE).	Select at 6C or higher. Can be selected at 7N.
Revised Appropriations	Displays the Original Appropriation, the total of all Appropriation Modifications and the Revised Appropriation Total (as reflected in ADVANTAGE)	Select at 5C or higher. Can be selected at 6N.

Alotment Request {OPM} {670_BILL, Parks}

Object	Line Name	Alotment Qtr 1 Original FY 01-02	Alotment Qtr 2 Original FY 01-02	Alotment Qtr 3 Original FY 01-02	Alotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Alotment Total Original FY 01-02
670 BILL	Parks						
		17,840,000	13,970,000	8,979,400	8,702,500		49,491,900
NBK	Non Breakdown	5,125,000	3,607,500	2,615,000	1,697,500		13,045,000
01	Personnel	4,725,000	4,275,000	3,856,500	2,528,600		15,385,100
03	Operating Expenses	56,000					56,000
05	Debt Service						
TOTAL LT	Total Alotment	27,746,000	21,852,500	15,450,900	12,928,600		77,978,000

Program: 670-BILL (5C)
 Sections: Program
 Level: 5
 Type: Consolidating
 Other: All

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Page 1

Alotment Request

A - 3

Orig ADV AP vs AL {OPM} {670_BILL, Parks}

Object	Line Name	Allotment Qtr 1 FY 01-02	Allotment Qtr 2 FY 01-02	Allotment Qtr 3 FY 01-02	Allotment Qtr 4 FY 01-02	Unallotted FY 01-02	Allotment Total FY 01-02	Appropriation Amount FY 01-02
670_BILL	Parks						49,491,900	
NBK	Non-Breakdown	17,840,000	13,970,000	8,979,400	8,702,500		13,045,000	
01	Personnel	5,125,000	3,607,500	2,615,000	1,697,500		15,385,100	
03	Operating Expenses	4,725,000	4,275,000	3,856,500	2,528,600		56,000	
05	Debt Service	56,000					77,978,000	
TOTAL	Total Allotment	27,746,000	21,852,500	15,450,900	12,928,600			77,978,000
APPROP	Appropriation							

Program: 670-BILL (5C)
 Sections: Program
 Level: 5
 Type: Consolidating
 Other: All

Budget Execution 2002 - (Orig AP vs AL Fund Tabble (OPM) (670 BILL Parks))												
File BRASS AA-Object Security Utilities Window Help												
Zoom		670 BILL	0100	6350	1200	8200	1100	1300	2100	2200	2300	2400
Object	Line Name	Y101AGORG	Y102AGORG	Y103AGORG	Y104AGORG	Y105AGORG	Y106AGORG	Y107AGORG	Y108AGORG	Y109AGORG	Y110AGORG	Y111AGORG
670 BILL	Park											
NBK	Non Breakdown	17,840,000	13,970,000	8,979,400	8,702,500					49,491,900		
01	Personnel	5,125,000	3,607,500	2,615,000	1,697,500					13,045,000		
03	Operating Expenses	4,725,000	4,275,000	3,856,500	2,528,600					15,385,100		
05	Debt Service	56,000								56,000		
TOTAL	Total Allotment	27,746,000	21,852,500	15,460,900	12,928,600					77,978,000		
APPROP	Appropriation									77,978,000		

Program: 670-BILL
 Sections: Fund
 Level: 4
 Type: Both
 Other: All

Orig vs Revised Allotmen {OPM} {670_BILL, Parks}

Object	Line Name	Allotment Total Original FY 01-02	Allotment Revised Total FY 01-02	Appropriation Amount FY 01-02	Appropriation Revised Total FY 01-02
670_BILL	Parks				
01	Personnel	13,045,000	12,742,500		
03	Operating Expenses	15,385,100	15,119,000		
05	Debt Service	56,000	56,000		
TOTALLT	Total Allotment	28,486,100	27,917,500		
APPROP	Appropriation			28,486,100	27,917,500
670CD	Parks				
APPROP	Appropriation			28,486,100	27,917,500
670CD_AL	Parks - Allotment Roll-Up				
01	Personnel	13,045,000	12,742,500		
03	Operating Expenses	15,385,100	15,119,000		
05	Debt Service	56,000	56,000		
TOTALLT	Total Allotment	28,486,100	27,917,500		

Program: 670-BILL(50)
 Sections: Program
 Level: 6
 Type: Both
 Other: Fund-0100

Orig AP vs Orig AL Prog. {OPM} {UPS_CMAP, Unified Prosecutorial System}

Object	Line Name	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02	Appropriation Amount FY 01-02
UPS_CMAP	Unified Prosecutorial System						40,301,700	
01	Personnel	10,200,000	10,085,200	10,050,000	9,966,500		3,770,000	
03	Operating Expenses	1,300,000	870,000	850,000	750,000		516,900	
04	Grants, Loans, Benefits	150,000	125,000	125,000	116,900		44,588,600	
TOTALLT	Total Allotment	11,650,000	11,080,200	11,025,000	10,833,400			44,588,600
APPROP	Appropriation							
030AA	Commonwealth Attorneys							23,503,400
APPROP	Appropriation							
030AA_AL	Commonwealth Attorneys - Allot							
01	Personnel	5,100,000	5,050,000	5,050,000	4,966,500		2,820,000	
03	Operating Expenses	1,000,000	620,000	600,000	600,000		516,900	
04	Grants, Loans, Benefits	150,000	125,000	125,000	116,900		23,503,400	
TOTALLT	Total Allotment	6,250,000	5,795,000	5,775,000	5,683,400			
030AB	County Attorneys							21,085,200
APPROP	Appropriation							
030AB_AL	County Attorneys - Allotment Ro							
01	Personnel	5,100,000	5,035,200	5,000,000	5,000,000		950,000	
03	Operating Expenses	300,000	250,000	250,000	150,000		21,085,200	
TOTALLT	Total Allotment	5,400,000	5,285,200	5,250,000	5,150,000			

Program: UPS_CMAP (4C)
 Sections: Program
 Level: 6
 Type: Both

Other: Fund - 0100

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Original Allotments {OPM} {670C0_AL, Parks - Allotment Roll-Up}

Object	Line Name	Allotment Qtr 1 FY 01-02	Allotment Qtr 2 FY 01-02	Allotment Qtr 3 FY 01-02	Allotment Qtr 4 FY 01-02	Unallotted FY 01-02	Allotment Total FY 01-02
TOTALLT	Total Allotment	3,075,000	1,765,500	906,500			5,747,000
670CD0	Cafeterias						200,000
01	Personnel	100,000	100,000		13,600		153,600
03	Operating Expenses	50,000	50,000	40,000			
TOTALLT	Total Allotment	150,000	150,000	40,000	13,600		353,600
670CE0	Parks Debt Service						
05	Debt Service	56,000					56,000
TOTALLT	Total Allotment	56,000					56,000

Program: 670C0-AL (6C)
 Sections: Program
 Level: 7
 Type: Non-Consolidating
 Other: Fund-0100

Original Allotments {OPM} {670C0_AL, Parks - Allotment Roll-Up}

Object	Line Name	Allotment Qtr 1 FY 01-02	Allotment Qtr 2 FY 01-02	Allotment Qtr 3 FY 01-02	Allotment Qtr 4 FY 01-02	Unallotted FY 01-02	Allotment Total FY 01-02
670C0_AL	Parks - Allotment Roll-Up						
01	Personnel	5,125,000	3,607,500	2,615,000	1,697,500		13,045,000
03	Operating Expenses	4,725,000	4,275,000	3,856,500	2,528,600		15,385,100
05	Debt Service	56,000					56,000
TOTALLT	Total Allotment	9,906,000	7,882,500	6,471,500	4,226,100		28,486,100
670C00	Parks						
670CA0	General Admin & Support						
01	Personnel	2,400,000	2,017,000	1,915,000	1,697,500		8,029,500
03	Operating Expenses	475,000	350,000	310,000	214,000		1,349,000
TOTALLT	Total Allotment	2,875,000	2,367,000	2,225,000	1,911,500		9,378,500
670CB0	Resort Parks						
03	Operating Expenses	3,750,000	3,600,000	3,300,000	2,301,000		12,951,000
TOTALLT	Total Allotment	3,750,000	3,600,000	3,300,000	2,301,000		12,951,000
670CC0	Recr Parks & Historic Sites						
01	Personnel	2,625,000	1,490,500	700,000			4,815,500
03	Operating Expenses	450,000	275,000	206,500			931,500

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Qtrly Revenue Revision {OPM} {750A_BILL, General Administration}

Object	Line Name	Enacted Revenue FY 01-02	Revenue Qtr 1 Revision FY 01-02	Revenue Qtr 2 Revision FY 01-02	Revenue Qtr 3 Revision FY 01-02	Revenue Qtr 4 Revision FY 01-02	Revenue Total Revision FY 01-02
750A_BILL	General Administration						
	BALANCE Beginning Balance	742,000					742,000
	CURREC Current Receipts			50,000	50,000		100,000
	TOTRES Total Resources	742,000		50,000	50,000		842,000

Program: 750A-BILL (5C)
 Sections: Program
 Level: 5
 Type: Consolidating
 Other: Fund - REST

Original Appropriations {OPM} {CB43_CAB, Tourism Development Cabinet}

Object	Line Name	Appropriation Amount FY 01-02
CB43_CAB	Tourism Development Cabinet	
APPROP	Appropriation	40,124,000
850A BILL	Office of the Secretary	
APPROP	Appropriation	1,873,200
850B BILL	Breaks Interstate Park	
APPROP	Appropriation	250,000
860 BILL	Travel	
APPROP	Appropriation	7,427,000
670 BILL	Parks	
APPROP	Appropriation	28,486,100
665 BILL	Kentucky Horse Park	
APPROP	Appropriation	1,680,700
235 BILL	Kentucky State Fair Board	
APPROP	Appropriation	407,000
660 BILL	Fish & Wildlife Resources	

Program: CB43_CAB (3C)
 Sections: Program
 Level: 5
 Type: Consolidating
 Other: Fund-GEN

Revised Allotments {OPM} {670_BILL, Parks}

Object	Line Name	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
670 BILL	Parks						12,742,500
01	Personnel	5,125,000	3,607,500	2,500,000	1,510,000		15,119,000
03	Operating Expenses	4,725,000	4,275,000	3,856,500	2,262,500		56,000
05	Debt Service	56,000					27,917,500
TOTALLT	Total Allotment	9,906,000	7,882,500	6,356,500	3,772,500		
670C00	Parks						
670CA0	General Admin & Support						7,842,000
01	Personnel	2,400,000	2,017,000	1,915,000	1,510,000		1,349,000
03	Operating Expenses	475,000	350,000	310,000	214,000		9,191,000
TOTALLT	Total Allotment	2,875,000	2,367,000	2,225,000	1,724,000		
670CB0	Resort Parks						12,692,000
03	Operating Expenses	3,750,000	3,600,000	3,300,000	2,042,000		12,692,000
TOTALLT	Total Allotment	3,750,000	3,600,000	3,300,000	2,042,000		
670CC0	Reor Parks & Historic Sites						4,700,500
01	Personnel	2,625,000	1,490,500	585,000			931,500
03	Operating Expenses	450,000	275,000	206,500			5,632,000
TOTALLT	Total Allotment	3,075,000	1,765,500	791,500			
670CD0	Cafeterias						200,000
01	Personnel	100,000	100,000				146,500
03	Operating Expenses	50,000	50,000	40,000	6,500		346,500
TOTALLT	Total Allotment	150,000	150,000	40,000	6,500		
670CE0	Parks Debt Service						56,000
05	Debt Service	56,000					

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Rev AP vs Rev AL Prog. {OPM} {670_BILL, Parks}

Object	Line Name	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02	Appropriation Revised Total FY 01-02
670_BILL	Parks							
01	Personnel	5,125,000	3,607,500	2,500,000	1,510,000		12,742,500	
03	Operating Expenses	4,725,000	4,275,000	3,856,500	2,262,500		15,119,000	
05	Debt Service	56,000					56,000	
TOTALLT	Total Allotment	9,906,000	7,882,500	6,356,500	3,772,500		27,917,500	
APPROP	Appropriation							27,917,500
670C0	Parks							27,917,500
APPROP	Appropriation							
670C0/AL	Parks - Allotment Roll-Up							
01	Personnel	5,125,000	3,607,500	2,500,000	1,510,000		12,742,500	
03	Operating Expenses	4,725,000	4,275,000	3,856,500	2,262,500		15,119,000	
05	Debt Service	56,000					56,000	
TOTALLT	Total Allotment	9,906,000	7,882,500	6,356,500	3,772,500		27,917,500	

Program: 670-BILL (5C)
 Sections: Program
 Level: 6
 Type: Both
 Other: Fund - 0100

Revised Allots. by AL Ob {OPM} {670_BILL, Parks}

Object	Line Name	Allotment Revised Total FY 01-02
670_BILL	Parks	
01	Personnel	12,742,500
03	Operating Expenses	15,119,000
05	Debt Service	56,000
TOTALLT	Total Allotment	27,917,500
670G00	Parks	
670CA0	General Admin & Support	
01	Personnel	7,842,000
03	Operating Expenses	1,349,000
TOTALLT	Total Allotment	9,191,000
670CB0	Resort Parks	
03	Operating Expenses	12,692,000
TOTALLT	Total Allotment	12,692,000
670CC0	Recr Parks & Historic Sites	
01	Personnel	4,700,500
03	Operating Expenses	931,500
TOTALLT	Total Allotment	5,632,000
670CD0	Cafeterias	
01	Personnel	200,000
03	Operating Expenses	146,500
TOTALLT	Total Allotment	346,500
670CE0	Parks Debt Service	
05	Debt Service	56,000

Program : 670-BILL (5C)
 Sections : Program
 Level : 7
 Type : Non-Consolidating
 Other : Fund-0100

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Revised Allotments {OPM} {670_BILL, Parks}

Object	Line Name	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
TOTALLT	Total Allotment		56,000				56,000

Program: 670-BILL (5C)
 Sections : Program
 Level : 7
 Type : Non-Consolidating
 Other : Fund-0100

Revised ALs Total {OPM} {CB43_CAB, Tourism Development Cabinet}

Object	Line Name	Allotment Total FY 01-02	Allotment Total Mod FY 01-02	Allotment Revised Total FY 01-02
CB43_CAB	Tourism Development Cabinet			
TOTALLT	Total Allotment	40,124,000	(1,474,500)	38,649,500
850AA0	Executive Policy & Management			
TOTALLT	Total Allotment	1,431,100	(81,800)	1,349,300
850AAC	Tourism - Film Promotion			
850AAD	Tourism Develop Act Account			
850AB0	Administrative Services			
TOTALLT	Total Allotment	142,100		142,100
850AC0	Artisans Center			
TOTALLT	Total Allotment	300,000	(300,000)	
850AZ0	Secretary's Office - Operating			
850K00	Breaks Interstate Park			
TOTALLT	Total Allotment	250,000	(50,000)	200,000
860BA0	Executive Policy & Management			
TOTALLT	Total Allotment	596,100	(21,000)	575,100
860BB0	Division Of Tourism Services			
TOTALLT	Total Allotment	1,917,100	(21,900)	1,895,200
860BC0	Div of Marketing & Advertising			
TOTALLT	Total Allotment	4,913,800	(343,700)	4,570,100
670C00	Parks			
670CA0	General Admin & Support			
TOTALLT	Total Allotment	9,378,500	(187,500)	9,191,000
670CB0	Resort Parks			
TOTALLT	Total Allotment	12,951,000	(259,000)	12,692,000
670CC0	Recr Parks & Historic Sites			
TOTALLT	Total Allotment	5,747,000	(115,000)	5,632,000
670CD0	Cafeterias			
TOTALLT	Total Allotment	353,600	(7,100)	346,500
670CE0	Parks Debt Service			

Program: CB43-CAB (3C)
 Sections: Program
 Level: 7
 Type: Non-Consolidating
 Other: Fund-0100

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Revised Allots. by AL Ob {OPM} {670_BILL, Parks}

Object	Line Name	Allotment
		Revised Total
		FY 01-02
TOTALLT	Total Allotment	56,000

Revised Appropriations {OPM} {CB43_CAB, Tourism Development Cabinet}

Object	Line Name	Appropriation Amount FY 01-02	Appropriation Modification FY 01-02	Appropriation Revised Total FY 01-02
CB43_CAB	Tourism Development Cabinet			
APPROP	Appropriation	40,124,000	(1,474,500)	38,649,500
850A BILL	Office of the Secretary			
APPROP	Appropriation	1,873,200	(381,800)	1,491,400
850B BILL	Breaks Interstate Park			
APPROP	Appropriation	250,000	(50,000)	200,000
860 BILL	Travel			
APPROP	Appropriation	7,427,000	(386,600)	7,040,400
670 BILL	Parks			
APPROP	Appropriation	28,486,100	(568,600)	27,917,500
665 BILL	Kentucky Horse Park			
APPROP	Appropriation	1,680,700	(87,500)	1,593,200
235 BILL	Kentucky State Fair Board			
APPROP	Appropriation	407,000		407,000
660 BILL	Fish & Wildlife Resources			

Program: CB43_CAB (3C)
Sections: Program
Level: 5
Type: Consolidating
Other: Fund - 0100

Revised ALs Total {OPM} {CB43_CAB, Tourism Development Cabinet}

Object	Line Name	Allotment Total FY 01-02	Allotment Total Mod FY 01-02	Allotment Revised Total FY 01-02
TOTALLT	Total Allotment	56,000		56,000
665NA0	Kentucky Horse Park			
TOTALLT	Total Allotment	1,680,700	(87,500)	1,593,200
235MA0	Ky Fair & Exposition Center			
235MAA	Ky Fair & Expo Ctr NAILE			
TOTALLT	Total Allotment	407,000		407,000
235MB0	KY Internl Convention Center			
235MCD	Debt Service Project 55			
660DA0	Administration & Support			
660DB0	Wildlife Division			
660DC0	Fisheries Management			
660DD0	Information & Education			
660DE0	Law Enforcement			

BRASS Budget Execution Reports

REPORT TITLE	DESCRIPTION	PROGRAM
Allotment Request by Fund	Displays the Allotment request as submitted by the agency with a total column. The report is sorted by fund source. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Allotment Request by Fund(Cab	Displays the Allotment request as submitted by the agency with a total column. The report is sorted by fund source. Designed for Program to be selected at the Cabinet level.	Select 3C.
Allotment Request by Program	Displays the Allotment request as submitted by the agency with a total column. The report is sorted by program code. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Appropriation by Fund	Displays the original Appropriation amount and the Revised Appropriation amount. Sorted by fund.	Select 5C or higher. Can be selected at 6N.
Continuing Approp by Fund	Displays the Revised Appropriation amount for Continuing Appropriations (A002). Designed to display at the N level regardless of the program selected. Sorted by fund.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
NGE Statewide Approp	Displays the Revised Appropriation amount for Necessary Government Expense Appropriations (A005). Designed to be selected at the EXEC level and will display all N level appropriations. Sorted by program and then fund.	Designed to be selected at 2C. If selected at 2C will display 6N level.
Orig Appr vs. AllotbyApp Unit	Displays the Original Appropriation amount compared to the agency requested allotments. Sorted by program. All funds are displayed, no fund selection is allowed.	Must be selected at 5C or higher.
Orig.Allot in ADV by Fund	Displays the Original allotments by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Original AP and AL in ADV	Displays the total column for the original Allotments as sent to ADVANTAGE and the Original Appropriations column. Sorted by fund. All funds are displayed, no fund selection is allowed.	Must be selected at 5C or higher.
Original Approp by Fund	Displays the original Appropriation as submitted to ADVANTAGE. Sorted by fund.	Must be selected at 6N or higher.

BRASS Budget Execution Reports

Original Appropriations	Displays the original Appropriation as submitted to ADVANTAGE. Sorted by program.	Must be selected at 6N or higher.
Quarterly Revenue Revision Rpt	Displays the Enacted Revenue, four quarter columns and a revised total column. Sorted by program.	Must be selected at 6N or higher.
Rev AP vs. AL by App Unit	Displays the Revised Appropriation column and the Revised total Allotment column as submitted to ADVANTAGE. Sorted by program.	Must be selected at 5C or higher.
Revised Allotments by Fund	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund, program and object type. All funds are displayed, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Revised Allotments by Obj Type	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program and object type. All funds are included, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Revised Allotments by Program	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and object type. All funds are included, no fund selection is allowed.	Select at 6C or higher. Can be selected at 7N.
Revised Allotments Gen Fund	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program and object type. Only General Fund is displayed.	Select at 6C or higher. Can be selected at 7N.
Revised Approp by Fund	Displays the Revised Appropriation as submitted to ADVANTAGE. Sorted by program and fund.	Must be selected at 6N or higher.
Revised Gen FdAllots by Object	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and allotment object. Only General Fund is displayed.	Select at 6C or higher. Can be selected at 7N.
Revised Gen Fund Approp	Displays the Revised Appropriation as submitted to ADVANTAGE. Sorted by program. Only General Fund is displayed.	Must be selected at 6N or higher.
Revised Tobacco Fd Allots.	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by program, fund and allotment object. Only Tobacco Fund is displayed.	Select at 6C or higher. Can be selected at 7N.

BRASS Budget Execution Reports

Stwd GF Cont Appr and Allot	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE.. Sorted by program and fund. Only General and Tobacco Funds are displayed. Only A002 and B002 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
Stwd Cont Appr and Allot	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE. Sorted by program and fund. Only A002 and B002 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
Stwd GF Appr and Allot Reducts	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE.. Sorted by program and fund. Only General and Tobacco Funds are displayed. Only A009 and B009 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
Surplus Plan Gen Fund Approp	Displays the Revised Appropriation and Revised Allotment Total as submitted to ADVANTAGE.. Sorted by program and fund. Only General and Tobacco Funds are displayed. Only A007 and B007 AA-Objects are displayed.	Must be selected at 5C or higher. Regardless of selection, will display 6N level.
StwdRev Gen FdAllots by Object	Displays the Revised Allotment columns by quarter as submitted to ADVANTAGE. Includes a total column. Sorted by fund, program and allotment object.	Select at 6C or higher. Can be selected at 7N. Designed to be selected at 1C.
StwdRev Gen Fd Appr by Object	Displays the Revised Appropriation as submitted to ADVANTAGE. Sorted by fund and program.	Must be selected at 5C or higher. Regardless of selection, will display 6N level. Designed to be selected at 1C.

Commonwealth of Kentucky
Allotment Request by Fund

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
0100 - General Fund						
<i>C30RS0 - Office Of Secretary</i>						
01 - Personnel	1,327,400	1,106,100	1,106,100	884,900	0	4,424,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	3,558,600	0	17,793,100
<i>C30RS0 - Office Of Secretary</i>	6,665,300	5,554,400	5,554,400	4,443,500	0	22,217,600
<i>C30RT0 - Dept Of Tax Administration</i>						
01 - Personnel	7,295,700	6,079,800	6,079,800	4,863,700	0	24,319,000
03 - Operating Expenses	340,700	283,900	283,900	227,200	0	1,135,700
<i>C30RT0 - Dept Of Tax Administration</i>	7,636,400	6,363,700	6,363,700	5,090,900	0	25,454,700
<i>C30RU0 - Department of Information Tech</i>						
01 - Personnel	1,221,200	1,017,700	1,017,700	814,200	0	4,070,800
03 - Operating Expenses	18,600	15,500	15,500	12,500	0	62,100
<i>C30RU0 - Department of Information</i>	1,239,800	1,033,200	1,033,200	826,700	0	4,132,900
<i>C30RV0 - Dept of Property Valuation</i>						
01 - Personnel	1,314,500	1,095,400	1,095,400	876,400	0	4,381,700
03 - Operating Expenses	107,100	89,200	89,200	71,400	0	356,900
<i>C30RV0 - Dept of Property Valuation</i>	1,421,600	1,184,600	1,184,600	947,800	0	4,738,600
<i>C30RW0 - Department Of Law</i>						
01 - Personnel	3,094,800	2,579,000	2,579,000	2,063,100	0	10,315,900
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
<i>C30RW0 - Department Of Law</i>	3,190,100	2,658,400	2,658,400	2,126,500	0	10,633,400
0100 - General Fund	20,153,200	16,794,300	16,794,300	13,435,400	0	67,177,200

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Allotment Request by Fund

**Commonwealth of Kentucky
Allotment Request by Fund**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
1100 - Road Fund						
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RT0 - Dept Of Tax Administration</i>	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RV0 - Dept of Property Valuation</i>						
NBK - Non_Breakdown	85,800	71,500	71,500	57,200	0	286,000
<i>C30RV0 - Dept of Property Valuation</i>	85,800	71,500	71,500	57,200	0	286,000
1100 - Road Fund	425,400	354,500	354,500	283,600	0	1,418,000

**Commonwealth of Kentucky
Allotment Request by Fund**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
1300 - Agency Revenue Fund						
<i>C30RS0 - Office Of Secretary</i>						
NBK - Non_Breakdown	10,500	8,800	8,800	6,900	0	35,000
<i>C30RS0 - Office Of Secretary</i>	10,500	8,800	8,800	6,900	0	35,000
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	408,200	340,200	340,200	272,200	0	1,360,800
<i>C30RT0 - Dept Of Tax Administration</i>	408,200	340,200	340,200	272,200	0	1,360,800
<i>C30RV0 - Dept of Property Valuation</i>						
NBK - Non_Breakdown	544,800	454,000	454,000	363,200	0	1,816,000
<i>C30RV0 - Dept of Property Valuation</i>	544,800	454,000	454,000	363,200	0	1,816,000
<i>C30RW0 - Department Of Law</i>						
NBK - Non_Breakdown	110,900	92,400	92,400	74,000	0	369,700
<i>C30RW0 - Department Of Law</i>	110,900	92,400	92,400	74,000	0	369,700
1300 - Agency Revenue Fund	1,074,400	895,400	895,400	716,300	0	3,581,500
Grand Total	21,653,000	18,044,200	18,044,200	14,435,300	0	72,176,700

**Commonwealth of Kentucky
Allotment Request by Fund**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
0100 - General Fund						
<i>C30RS0 - Office Of Secretary</i>						
01 - Personnel	1,327,400	1,106,100	1,106,100	884,900	0	4,424,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	3,558,600	0	17,793,100
<i>C30RS0 - Office Of Secretary</i>	<i>6,665,300</i>	<i>5,554,400</i>	<i>5,554,400</i>	<i>4,443,500</i>	<i>0</i>	<i>22,217,600</i>
<i>C30RT0 - Dept Of Tax Administration</i>						
01 - Personnel	7,295,700	6,079,800	6,079,800	4,863,700	0	24,319,000
03 - Operating Expenses	340,700	283,900	283,900	227,200	0	1,135,700
<i>C30RT0 - Dept Of Tax Administration</i>	<i>7,636,400</i>	<i>6,363,700</i>	<i>6,363,700</i>	<i>5,090,900</i>	<i>0</i>	<i>25,454,700</i>
<i>C30RU0 - Department of Information Tech</i>						
01 - Personnel	1,221,200	1,017,700	1,017,700	814,200	0	4,070,800
03 - Operating Expenses	18,600	15,500	15,500	12,500	0	62,100
<i>C30RU0 - Department of Information</i>	<i>1,239,800</i>	<i>1,033,200</i>	<i>1,033,200</i>	<i>826,700</i>	<i>0</i>	<i>4,132,900</i>
<i>C30RV0 - Dept of Property Valuation</i>						
01 - Personnel	1,314,500	1,095,400	1,095,400	876,400	0	4,381,700
03 - Operating Expenses	107,100	89,200	89,200	71,400	0	356,900
<i>C30RV0 - Dept of Property Valuation</i>	<i>1,421,600</i>	<i>1,184,600</i>	<i>1,184,600</i>	<i>947,800</i>	<i>0</i>	<i>4,738,600</i>
<i>C30RW0 - Department Of Law</i>						
01 - Personnel	3,094,800	2,579,000	2,579,000	2,063,100	0	10,315,900
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
<i>C30RW0 - Department Of Law</i>	<i>3,190,100</i>	<i>2,658,400</i>	<i>2,658,400</i>	<i>2,126,500</i>	<i>0</i>	<i>10,633,400</i>
0100 - General Fund	20,153,200	16,794,300	16,794,300	13,435,400	0	67,177,200

5/6/2002

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**Commonwealth of Kentucky
Allotment Request by Fund**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
1100 - Road Fund						
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RT0 - Dept Of Tax Administration</i>	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RV0 - Dept of Property Valuation</i>						
NBK - Non_Breakdown	85,800	71,500	71,500	57,200	0	286,000
<i>C30RV0 - Dept of Property Valuation</i>	85,800	71,500	71,500	57,200	0	286,000
1100 - Road Fund	425,400	354,500	354,500	283,600	0	1,418,000

**Commonwealth of Kentucky
Allotment Request by Fund**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
1300 - Agency Revenue Fund						
<i>C30RS0 - Office Of Secretary</i>					0	35,000
NBK - Non_Breakdown	10,500	8,800	8,800	6,900	0	35,000
<i>C30RS0 - Office Of Secretary</i>	10,500	8,800	8,800	6,900		
<i>C30RT0 - Dept Of Tax Administration</i>					0	1,360,800
NBK - Non_Breakdown	408,200	340,200	340,200	272,200	0	1,360,800
<i>C30RT0 - Dept Of Tax Administration</i>	408,200	340,200	340,200	272,200		
<i>C30RV0 - Dept of Property Valuation</i>					0	1,816,000
NBK - Non_Breakdown	544,800	454,000	454,000	363,200	0	1,816,000
<i>C30RV0 - Dept of Property Valuation</i>	544,800	454,000	454,000	363,200		
<i>C30RW0 - Department Of Law</i>					0	369,700
NBK - Non_Breakdown	110,900	92,400	92,400	74,000	0	369,700
<i>C30RW0 - Department Of Law</i>	110,900	92,400	92,400	74,000		
	1,074,400	895,400	895,400	716,300	0	3,581,500
1300 - Agency Revenue Fund					0	72,176,700
Grand Total	21,653,000	18,044,200	18,044,200	14,435,300		

**Commonwealth of Kentucky
Allotment Request by Program**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
C30RS0 - Office Of Secretary						
<i>0100 - General Fund</i>						
01 - Personnel	1,327,400	1,106,100	1,106,100	884,900	0	4,424,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	3,558,600	0	17,793,100
<i>0100 - General Fund</i>	<i>6,665,300</i>	<i>5,554,400</i>	<i>5,554,400</i>	<i>4,443,500</i>	<i>0</i>	<i>22,217,600</i>
<i>1300 - Agency Revenue Fund</i>						
NBK - Non_Breakdown	10,500	8,800	8,800	6,900	0	35,000
<i>1300 - Agency Revenue Fund</i>	<i>10,500</i>	<i>8,800</i>	<i>8,800</i>	<i>6,900</i>	<i>0</i>	<i>35,000</i>
C30RS0 - Office Of Secretary	6,675,800	5,563,200	5,563,200	4,450,400	0	22,252,600

**Commonwealth of Kentucky
Allotment Request by Program**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
C30RT0 - Dept Of Tax Administration						
<i>0100 - General Fund</i>						
01 - Personnel	7,295,700	6,079,800	6,079,800	4,863,700	0	24,319,000
03 - Operating Expenses	340,700	283,900	283,900	227,200	0	1,135,700
<i>0100 - General Fund</i>	<i>7,636,400</i>	<i>6,363,700</i>	<i>6,363,700</i>	<i>5,090,900</i>	<i>0</i>	<i>25,454,700</i>
<i>1100 - Road Fund</i>						
NBK - Non_Breakdown	339,600	283,000	283,000	226,400	0	1,132,000
<i>1100 - Road Fund</i>	<i>339,600</i>	<i>283,000</i>	<i>283,000</i>	<i>226,400</i>	<i>0</i>	<i>1,132,000</i>
<i>1300 - Agency Revenue Fund</i>						
NBK - Non_Breakdown	408,200	340,200	340,200	272,200	0	1,360,800
<i>1300 - Agency Revenue Fund</i>	<i>408,200</i>	<i>340,200</i>	<i>340,200</i>	<i>272,200</i>	<i>0</i>	<i>1,360,800</i>
C30RT0 - Dept Of Tax Administration	8,384,200	6,986,900	6,986,900	5,589,500	0	27,947,500

**Commonwealth of Kentucky
Allotment Request by Program**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
C30RU0 - Department of Information Tech						
<i>0100 - General Fund</i>						
01 - Personnel	1,221,200	1,017,700	1,017,700	814,200	0	4,070,800
03 - Operating Expenses	18,600	15,500	15,500	12,500	0	62,100
<i>0100 - General Fund</i>	<i>1,239,800</i>	<i>1,033,200</i>	<i>1,033,200</i>	<i>826,700</i>	<i>0</i>	<i>4,132,900</i>
C30RU0 - Department of Information Tech	1,239,800	1,033,200	1,033,200	826,700	0	4,132,900

**Commonwealth of Kentucky
Allotment Request by Program**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
C30RV0 - Dept of Property Valuation						
0100 - General Fund						
01 - Personnel	1,314,500	1,095,400	1,095,400	876,400	0	4,381,700
03 - Operating Expenses	107,100	89,200	89,200	71,400	0	356,900
0100 - General Fund	1,421,600	1,184,600	1,184,600	947,800	0	4,738,600
1100 - Road Fund						
NBK - Non_Breakdown	85,800	71,500	71,500	57,200	0	286,000
1100 - Road Fund	85,800	71,500	71,500	57,200	0	286,000
1300 - Agency Revenue Fund						
NBK - Non_Breakdown	544,800	454,000	454,000	363,200	0	1,816,000
1300 - Agency Revenue Fund	544,800	454,000	454,000	363,200	0	1,816,000
C30RV0 - Dept of Property Valuation	2,052,200	1,710,100	1,710,100	1,368,200	0	6,840,600

**Commonwealth of Kentucky
Allotment Request by Program**

	Allotment Qtr 1 Original FY 01-02	Allotment Qtr 2 Original FY 01-02	Allotment Qtr 3 Original FY 01-02	Allotment Qtr 4 Original FY 01-02	Unallotted Original FY 01-02	Allotment Total Original FY 01-02
C30RW0 - Department Of Law						
<i>0100 - General Fund</i>						
01 - Personnel	3,094,800	2,579,000	2,579,000	2,063,100	0	10,315,900
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
<i>0100 - General Fund</i>	<i>3,190,100</i>	<i>2,658,400</i>	<i>2,658,400</i>	<i>2,126,500</i>	<i>0</i>	<i>10,633,400</i>
<i>1300 - Agency Revenue Fund</i>						
NBK - Non_Breakdown	110,900	92,400	92,400	74,000	0	369,700
<i>1300 - Agency Revenue Fund</i>	<i>110,900</i>	<i>92,400</i>	<i>92,400</i>	<i>74,000</i>	<i>0</i>	<i>369,700</i>
C30RW0 - Department Of Law	3,301,000	2,750,800	2,750,800	2,200,500	0	11,003,100
Grand Total	21,653,000	18,044,200	18,044,200	14,435,300	0	72,176,700

Commonwealth of Kentucky
Appropriation by Fund

	Appropriation Amount FY 01-02	Appropriation Revised Total FY 01-02
0100 - General Fund		
<i>C30RR - Revenue Cabinet</i>		
APPROP - Appropriation	67,177,200	63,637,000
<i>C30RR - Revenue Cabinet</i>	67,177,200	63,637,000
0100 - General Fund	67,177,200	63,637,000

Commonwealth of Kentucky
Appropriation by Fund

	Appropriation Amount FY 01-02	Appropriation Revised Total FY 01-02
1200 - Federal Fund		
<i>C30RR - Revenue Cabinet</i>		
APPROP - Appropriation	0	15,100
<i>C30RR - Revenue Cabinet</i>	0	15,100
1200 - Federal Fund	0	15,100

Commonwealth of Kentucky
Appropriation by Fund

	Appropriation Amount FY 01-02	Appropriation Revised Total FY 01-02
1100 - Road Fund		
<i>C30RR - Revenue Cabinet</i>		
APPROP - Appropriation	1,418,000	1,418,000
<i>C30RR - Revenue Cabinet</i>	<i>1,418,000</i>	<i>1,418,000</i>
1100 - Road Fund	1,418,000	1,418,000

Commonwealth of Kentucky
Appropriation by Fund

	Appropriation Amount FY 01-02	Appropriation Revised Total FY 01-02
1300 - Agency Revenue Fund		
<i>C30RR - Revenue Cabinet</i>		
APPROP - Appropriation	3,581,500	3,581,500
<i>C30RR - Revenue Cabinet</i>	3,581,500	3,581,500
1300 - Agency Revenue Fund	3,581,500	3,581,500
Grand Total	72,176,700	68,651,600

Commonwealth of Kentucky
Continuing Appropriation by Fund

	Appropriation Revised Total FY 01-02
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0100 - General Fund	
C36M0 - Secretary	
<i>A002 - Continued Appropriation</i>	
APPROP - Appropriation	252,480
<i>A002 - Continued Appropriation</i>	252,480
C36M0 - Secretary	252,480
C36G0 - Financial Incentives	
<i>A002 - Continued Appropriation</i>	
APPROP - Appropriation	7,141,307
<i>A002 - Continued Appropriation</i>	7,141,307
C36G0 - Financial Incentives	7,141,307
0100 - General Fund	7,393,787
Grand Total	7,393,787

Commonwealth of Kentucky
Necessary Government Expense Appropriations

		Appropriation
		Revised Total
		FY 01-02
<hr/>		
760F_BILL - ANOC-Unredeemed Checks Refu		
0100 - General Fund		
<i>A005 - Nec. Gov't Expense Approp.</i>		
APPROP - Appropriation		1,000,000
<i>A005 - Nec. Gov't Expense Approp.</i>		<i>1,000,000</i>
0100 - General Fund		1,000,000
760F_BILL - ANOC-Unredeemed Checks F		1,000,000

Commonwealth of Kentucky
Necessary Government Expense Appropriations

		Appropriation
		Revised Total
		FY 01-02

760D_BILL - ANOC-Guardian Ad Litem	
0100 - General Fund	
<i>A005 - Nec. Gov't Expense Approp.</i>	
APPROP - Appropriation	1,000,000
<i>A005 - Nec. Gov't Expense Approp.</i>	<i>1,000,000</i>
0100 - General Fund	1,000,000
760D_BILL - ANOC-Guardian Ad Litem	1,000,000

Commonwealth of Kentucky
Necessary Government Expense Appropriations

	Appropriation Revised Total FY 01-02
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030A_BILL - Commonwealth Attorneys	
0100 - General Fund	
A005 - Nec. Gov't Expense Approp.	
APPROP - Appropriation	50,000
A005 - Nec. Gov't Expense Approp.	50,000
0100 - General Fund	50,000
030A_BILL - Commonwealth Attorneys	50,000

Commonwealth of Kentucky
Original Approp. vs. Allotment by Approp. Unit

	Appropriation Amount FY 01-02	Allotment Total Original FY 01-02
C30A_BILL - Revenue Cabinet		
<i>0100 - General Fund</i>		
APPROP - Appropriation	67,177,200	0
TOTALLT - Total Allotment	0	67,177,200
<i>0100 - General Fund</i>	67,177,200	67,177,200
<i>1100 - Road Fund</i>		
APPROP - Appropriation	1,418,000	0
TOTALLT - Total Allotment	0	1,418,000
<i>1100 - Road Fund</i>	1,418,000	1,418,000
<i>1300 - Agency Revenue Fund</i>		
APPROP - Appropriation	3,581,500	0
TOTALLT - Total Allotment	0	3,581,500
<i>1300 - Agency Revenue Fund</i>	3,581,500	3,581,500
C30A_BILL - Revenue Cabinet	72,176,700	72,176,700
Grand Total	72,176,700	72,176,700

Commonwealth of Kentucky
Original Allotments in ADVANTAGE by Fund

	Allotment Qtr 1 FY 01-02	Allotment Qtr 2 FY 01-02	Allotment Qtr 3 FY 01-02	Allotment Qtr 4 FY 01-02	Unallotted FY 01-02	Allotment Total FY 01-02
0100 - General Fund						
<i>C30RS0 - Office Of Secretary</i>						
01 - Personnel	1,327,400	1,106,100	1,106,100	884,900	0	4,424,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	3,558,600	0	17,793,100
<i>C30RS0 - Office Of Secretary</i>	6,665,300	5,554,400	5,554,400	4,443,500	0	22,217,600
<i>C30RT0 - Dept Of Tax Administration</i>						
01 - Personnel	7,295,700	6,079,800	6,079,800	4,863,700	0	24,319,000
03 - Operating Expenses	340,700	283,900	283,900	227,200	0	1,135,700
<i>C30RT0 - Dept Of Tax Administration</i>	7,636,400	6,363,700	6,363,700	5,090,900	0	25,454,700
<i>C30RU0 - Department of Information Tech</i>						
01 - Personnel	1,221,200	1,017,700	1,017,700	814,200	0	4,070,800
03 - Operating Expenses	18,600	15,500	15,500	12,500	0	62,100
<i>C30RU0 - Department of Information</i>	1,239,800	1,033,200	1,033,200	826,700	0	4,132,900
<i>C30RV0 - Dept of Property Valuation</i>						
01 - Personnel	1,314,500	1,095,400	1,095,400	876,400	0	4,381,700
03 - Operating Expenses	107,100	89,200	89,200	71,400	0	356,900
<i>C30RV0 - Dept of Property Valuation</i>	1,421,600	1,184,600	1,184,600	947,800	0	4,738,600
<i>C30RW0 - Department Of Law</i>						
01 - Personnel	3,094,800	2,579,000	2,579,000	2,063,100	0	10,315,900
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
<i>C30RW0 - Department Of Law</i>	3,190,100	2,658,400	2,658,400	2,126,500	0	10,633,400
0100 - General Fund	20,153,200	16,794,300	16,794,300	13,435,400	0	67,177,200

Commonwealth of Kentucky
Original Allotments in ADVANTAGE by Fund

	Allotment Qtr 1 FY 01-02	Allotment Qtr 2 FY 01-02	Allotment Qtr 3 FY 01-02	Allotment Qtr 4 FY 01-02	Unallotted FY 01-02	Allotment Total FY 01-02
1100 - Road Fund						
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RT0 - Dept Of Tax Administration</i>	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RV0 - Dept of Property Valuation</i>						
NBK - Non_Breakdown	85,800	71,500	71,500	57,200	0	286,000
<i>C30RV0 - Dept of Property Valuation</i>	85,800	71,500	71,500	57,200	0	286,000
1100 - Road Fund	425,400	354,500	354,500	283,600	0	1,418,000

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Commonwealth of Kentucky
Original Allotments in ADVANTAGE by Fund

	Allotment Qtr 1 FY 01-02	Allotment Qtr 2 FY 01-02	Allotment Qtr 3 FY 01-02	Allotment Qtr 4 FY 01-02	Unallotted FY 01-02	Allotment Total FY 01-02
1300 - Agency Revenue Fund						
<i>C30RS0 - Office Of Secretary</i>						
NBK - Non_Breakdown	10,500	8,800	8,800	6,900	0	35,000
<i>C30RS0 - Office Of Secretary</i>	10,500	8,800	8,800	6,900	0	35,000
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	408,200	340,200	340,200	272,200	0	1,360,800
<i>C30RT0 - Dept Of Tax Administration</i>	408,200	340,200	340,200	272,200	0	1,360,800
<i>C30RV0 - Dept of Property Valuation</i>						
NBK - Non_Breakdown	544,800	454,000	454,000	363,200	0	1,816,000
<i>C30RV0 - Dept of Property Valuation</i>	544,800	454,000	454,000	363,200	0	1,816,000
<i>C30RW0 - Department Of Law</i>						
NBK - Non_Breakdown	110,900	92,400	92,400	74,000	0	369,700
<i>C30RW0 - Department Of Law</i>	110,900	92,400	92,400	74,000	0	369,700
1300 - Agency Revenue Fund	1,074,400	895,400	895,400	716,300	0	3,581,500
Grand Total	21,653,000	18,044,200	18,044,200	14,435,300	0	72,176,700

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Orig. Allot in ADV by Fund

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

	Allotment Total FY 01-02	Appropriation Amount FY 01-02
C30RR - Revenue Cabinet		
0100 - General Fund		
APPROP - Appropriation	0	67,177,200
0100 - General Fund	0	67,177,200
1100 - Road Fund		
APPROP - Appropriation	0	1,418,000
1100 - Road Fund	0	1,418,000
1300 - Agency Revenue Fund		
APPROP - Appropriation	0	3,581,500
1300 - Agency Revenue Fund	0	3,581,500
C30RR - Revenue Cabinet	0	72,176,700

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

	Allotment Total FY 01-02	Appropriation Amount FY 01-02
C30RS0 - Office Of Secretary		
<i>0100 - General Fund</i>		
01 - Personnel	4,424,500	0
03 - Operating Expenses	17,793,100	0
<i>0100 - General Fund</i>	<i>22,217,600</i>	<i>0</i>
<i>1300 - Agency Revenue Fund</i>		
NBK - Non_Breakdown	35,000	0
<i>1300 - Agency Revenue Fund</i>	<i>35,000</i>	<i>0</i>
C30RS0 - Office Of Secretary	22,252,600	0

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

	Allotment Total FY 01-02	Appropriation Amount FY 01-02
C30RT0 - Dept Of Tax Administration		
<i>0100 - General Fund</i>		
01 - Personnel	24,319,000	0
03 - Operating Expenses	1,135,700	0
<i>0100 - General Fund</i>	<i>25,454,700</i>	<i>0</i>
<i>1100 - Road Fund</i>		
NBK - Non_Breakdown	1,132,000	0
<i>1100 - Road Fund</i>	<i>1,132,000</i>	<i>0</i>
<i>1300 - Agency Revenue Fund</i>		
NBK - Non_Breakdown	1,360,800	0
<i>1300 - Agency Revenue Fund</i>	<i>1,360,800</i>	<i>0</i>
C30RT0 - Dept Of Tax Administration	27,947,500	0

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

	Allotment Total FY 01-02	Appropriation Amount FY 01-02
C30RU0 - Department of Information Tech		
<i>0100 - General Fund</i>		
01 - Personnel	4,070,800	0
03 - Operating Expenses	62,100	0
<i>0100 - General Fund</i>	4,132,900	0
C30RU0 - Department of Information Tech	4,132,900	0

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

	Allotment Total FY 01-02	Appropriation Amount FY 01-02
C30RV0 - Dept of Property Valuation		
<i>0100 - General Fund</i>		
01 - Personnel	4,381,700	0
03 - Operating Expenses	356,900	0
<i>0100 - General Fund</i>	4,738,600	0
<i>1100 - Road Fund</i>		
NBK - Non_Breakdown	286,000	0
<i>1100 - Road Fund</i>	286,000	0
<i>1300 - Agency Revenue Fund</i>		
NBK - Non_Breakdown	1,816,000	0
<i>1300 - Agency Revenue Fund</i>	1,816,000	0
C30RV0 - Dept of Property Valuation	6,840,600	0

Commonwealth of Kentucky
Original Approp and Allotments in ADVANTAGE

	Allotment Total FY 01-02	Appropriation Amount FY 01-02
C30RW0 - Department Of Law		
<i>0100 - General Fund</i>		
01 - Personnel	10,315,900	0
03 - Operating Expenses	317,500	0
<i>0100 - General Fund</i>	<i>10,633,400</i>	<i>0</i>
<i>1300 - Agency Revenue Fund</i>		
NBK - Non_Breakdown	369,700	0
<i>1300 - Agency Revenue Fund</i>	<i>369,700</i>	<i>0</i>
C30RW0 - Department Of Law	11,003,100	0
Grand Total	72,176,700	72,176,700

**Commonwealth of Kentucky
Original Appropriation by Fund**

	Appropriation Amount FY 01-02
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0100 - General Fund	
C30RR - Revenue Cabinet	67,177,200
0100 - General Fund	67,177,200

**Commonwealth of Kentucky
Original Appropriation by Fund**

	Appropriation Amount FY 01-02
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1100 - Road Fund	
C30RR - Revenue Cabinet	1,418,000
1100 - Road Fund	1,418,000

**Commonwealth of Kentucky
Original Appropriation by Fund**

	Appropriation Amount FY 01-02
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1300 - Agency Revenue Fund	
C30RR - Revenue Cabinet	3,581,500
1300 - Agency Revenue Fund	3,581,500
Grand Total	72,176,700

Commonwealth of Kentucky
Original Appropriation by Program

	Appropriation Amount FY 01-02
C30RR - Revenue Cabinet	
<i>0100 - General Fund</i>	
APPROP - Appropriation	67,177,200
<i>0100 - General Fund</i>	67,177,200
<i>1100 - Road Fund</i>	
APPROP - Appropriation	1,418,000
<i>1100 - Road Fund</i>	1,418,000
<i>1300 - Agency Revenue Fund</i>	
APPROP - Appropriation	3,581,500
<i>1300 - Agency Revenue Fund</i>	3,581,500
C30RR - Revenue Cabinet	72,176,700
Grand Total	72,176,700

Commonwealth of Kentucky
Quarterly Revenue Revision Report

	Enacted Revenue FY 01-02	Qtr 1 Revision FY 01-02	Revenue Qtr 2 Revision FY 01-02	Revenue Qtr 3 Revision FY 01-02	Revenue Qtr 4 Revision FY 01-02	Total Revision FY 01-02
750A0 - General Admin & Support						
1300 - Agency Revenue Fund						
BALANCE - Beginning Balance	742,000	0	0	0	0	742,000
CURREC - Current Receipts	0	0	50,000	50,000	0	100,000
1300 - Agency Revenue Fund	742,000	0	50,000	50,000	0	842,000
750A0 - General Admin & Support	742,000	0	50,000	50,000	0	842,000
Grand Total	742,000	0	50,000	50,000	0	842,000

Commonwealth of Kentucky
Rev AP. vs. AL by App Unit

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
C30RR - Revenue Cabinet		
<i>0100 - General Fund</i>		
APPROP - Appropriation	63,637,000	0
<i>0100 - General Fund</i>	<i>63,637,000</i>	<i>0</i>
<i>1200 - Federal Fund</i>		
APPROP - Appropriation	15,100	0
<i>1200 - Federal Fund</i>	<i>15,100</i>	<i>0</i>
<i>1100 - Road Fund</i>		
APPROP - Appropriation	1,418,000	0
<i>1100 - Road Fund</i>	<i>1,418,000</i>	<i>0</i>
<i>1300 - Agency Revenue Fund</i>		
APPROP - Appropriation	3,581,500	0
<i>1300 - Agency Revenue Fund</i>	<i>3,581,500</i>	<i>0</i>
C30RR - Revenue Cabinet	68,651,600	0

Commonwealth of Kentucky
Rev AP. vs. AL by App Unit

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
C30RS0 - Office Of Secretary		
0100 - General Fund		
TOTALLT - Total Allotment	0	19,653,700
0100 - General Fund	0	19,653,700
1300 - Agency Revenue Fund		
TOTALLT - Total Allotment	0	35,000
1300 - Agency Revenue Fund	0	35,000
C30RS0 - Office Of Secretary	0	19,688,700

Commonwealth of Kentucky
Rev AP. vs. AL by App Unit

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
C30RT0 - Dept Of Tax Administration		
0100 - General Fund		
TOTALLT - Total Allotment	0	24,953,200
0100 - General Fund	0	24,953,200
1200 - Federal Fund		
TOTALLT - Total Allotment	0	15,100
1200 - Federal Fund	0	15,100
1100 - Road Fund		
TOTALLT - Total Allotment	0	1,132,000
1100 - Road Fund	0	1,132,000
1300 - Agency Revenue Fund		
TOTALLT - Total Allotment	0	1,360,800
1300 - Agency Revenue Fund	0	1,360,800
C30RT0 - Dept Of Tax Administration	0	27,461,100

Commonwealth of Kentucky
Rev AP. vs. AL by App Unit

	Appropriation	Allotment
	Revised Total	Revised Total
	FY 01-02	FY 01-02
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C30RU0 - Department of Information Tech		
<i>0100 - General Fund</i>		
TOTALLT - Total Allotment	0	4,062,900
<i>0100 - General Fund</i>	0	4,062,900
C30RU0 - Department of Information Tech	0	4,062,900

Commonwealth of Kentucky
Rev AP. vs. AL by App Unit

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
C30RV0 - Dept of Property Valuation		
<i>0100 - General Fund</i>		
TOTALLT - Total Allotment	0	4,629,600
<i>0100 - General Fund</i>	0	4,629,600
<i>1100 - Road Fund</i>		
TOTALLT - Total Allotment	0	286,000
<i>1100 - Road Fund</i>	0	286,000
<i>1300 - Agency Revenue Fund</i>		
TOTALLT - Total Allotment	0	1,816,000
<i>1300 - Agency Revenue Fund</i>	0	1,816,000
C30RV0 - Dept of Property Valuation	0	6,731,600

Commonwealth of Kentucky
Rev AP. vs. AL by App Unit

	Appropriation	Allotment
	Revised Total	Revised Total
	FY 01-02	FY 01-02
<hr/>		
C30RW0 - Department Of Law		
<i>0100 - General Fund</i>		
TOTALLT - Total Allotment	0	10,337,600
<i>0100 - General Fund</i>	0	10,337,600
<i>1300 - Agency Revenue Fund</i>		
TOTALLT - Total Allotment	0	369,700
<i>1300 - Agency Revenue Fund</i>	0	369,700
C30RW0 - Department Of Law	0	10,707,300
Grand Total	68,651,600	68,651,600

**Commonwealth of Kentucky
Revised Allotments by Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
0100 - General Fund						
<i>C30RS0 - Office Of Secretary</i>						
01 - Personnel	1,327,400	1,106,100	1,106,100	869,900	0	4,409,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	1,009,700	0	15,244,200
<i>C30RS0 - Office Of Secretary</i>	<i>6,665,300</i>	<i>5,554,400</i>	<i>5,554,400</i>	<i>1,879,600</i>	<i>0</i>	<i>19,653,700</i>
<i>C30RT0 - Dept Of Tax Administration</i>						
01 - Personnel	7,295,700	6,079,800	6,079,800	4,546,700	0	24,002,000
03 - Operating Expenses	340,700	283,900	283,900	42,700	0	951,200
<i>C30RT0 - Dept Of Tax Administration</i>	<i>7,636,400</i>	<i>6,363,700</i>	<i>6,363,700</i>	<i>4,589,400</i>	<i>0</i>	<i>24,953,200</i>
<i>C30RU0 - Department of Information Tech</i>						
01 - Personnel	1,221,200	1,017,700	1,017,700	754,200	0	4,010,800
03 - Operating Expenses	18,600	15,500	15,500	2,500	0	52,100
<i>C30RU0 - Department of Information</i>	<i>1,239,800</i>	<i>1,033,200</i>	<i>1,033,200</i>	<i>756,700</i>	<i>0</i>	<i>4,062,900</i>
<i>C30RV0 - Dept of Property Valuation</i>						
01 - Personnel	1,314,500	1,095,400	1,095,400	866,400	0	4,371,700
03 - Operating Expenses	107,100	89,200	61,600	0	0	257,900
<i>C30RV0 - Dept of Property Valuation</i>	<i>1,421,600</i>	<i>1,184,600</i>	<i>1,157,000</i>	<i>866,400</i>	<i>0</i>	<i>4,629,600</i>
<i>C30RW0 - Department Of Law</i>						
01 - Personnel	3,094,800	2,579,000	2,579,000	1,767,300	0	10,020,100
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
<i>C30RW0 - Department Of Law</i>	<i>3,190,100</i>	<i>2,658,400</i>	<i>2,658,400</i>	<i>1,830,700</i>	<i>0</i>	<i>10,337,600</i>
0100 - General Fund	20,153,200	16,794,300	16,766,700	9,922,800	0	63,637,000

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**Commonwealth of Kentucky
Revised Allotments by Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
1200 - Federal Fund						
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	15,100	0	0	0	0	15,100
<i>C30RT0 - Dept Of Tax Administration</i>	15,100	0	0	0	0	15,100
1200 - Federal Fund	15,100	0	0	0	0	15,100

**Commonwealth of Kentucky
Revised Allotments by Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
1100 - Road Fund						
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RT0 - Dept Of Tax Administration</i>	339,600	283,000	283,000	226,400	0	1,132,000
<i>C30RV0 - Dept of Property Valuation</i>						
NBK - Non_Breakdown	85,800	71,500	71,500	57,200	0	286,000
<i>C30RV0 - Dept of Property Valuation</i>	85,800	71,500	71,500	57,200	0	286,000
1100 - Road Fund	425,400	354,500	354,500	283,600	0	1,418,000

**Commonwealth of Kentucky
Revised Allotments by Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
1300 - Agency Revenue Fund						
<i>C30RS0 - Office Of Secretary</i>						
NBK - Non_Breakdown	10,500	8,800	8,800	6,900	0	35,000
<i>C30RS0 - Office Of Secretary</i>	10,500	8,800	8,800	6,900	0	35,000
<i>C30RT0 - Dept Of Tax Administration</i>						
NBK - Non_Breakdown	408,200	340,200	340,200	272,200	0	1,360,800
<i>C30RT0 - Dept Of Tax Administration</i>	408,200	340,200	340,200	272,200	0	1,360,800
<i>C30RV0 - Dept of Property Valuation</i>						
NBK - Non_Breakdown	544,800	454,000	454,000	363,200	0	1,816,000
<i>C30RV0 - Dept of Property Valuation</i>	544,800	454,000	454,000	363,200	0	1,816,000
<i>C30RW0 - Department Of Law</i>						
NBK - Non_Breakdown	110,900	92,400	92,400	74,000	0	369,700
<i>C30RW0 - Department Of Law</i>	110,900	92,400	92,400	74,000	0	369,700
1300 - Agency Revenue Fund	1,074,400	895,400	895,400	716,300	0	3,581,500
Grand Total	21,668,100	18,044,200	18,016,600	10,922,700	0	68,651,600

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Commonwealth of Kentucky
Revised Allotments by Object Type

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RS0 - Office Of Secretary						
NBK - Non_Breakdown	10,500	8,800	8,800	6,900	0	35,000
01 - Personnel	1,327,400	1,106,100	1,106,100	869,900	0	4,409,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	1,009,700	0	15,244,200
C30RS0 - Office Of Secretary	6,675,800	5,563,200	5,563,200	1,886,500	0	19,688,700

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Revised Allotments by Obj Type

Commonwealth of Kentucky
Revised Allotments by Object Type

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RT0 - Dept Of Tax Administration						
NBK - Non_Breakdown	762,900	623,200	623,200	498,600	0	2,507,900
01 - Personnel	7,295,700	6,079,800	6,079,800	4,546,700	0	24,002,000
03 - Operating Expenses	340,700	283,900	283,900	42,700	0	951,200
C30RT0 - Dept Of Tax Administration	8,399,300	6,986,900	6,986,900	5,088,000	0	27,461,100

Commonwealth of Kentucky
Revised Allotments by Object Type

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RU0 - Department of Information Tech						
01 - Personnel	1,221,200	1,017,700	1,017,700	754,200	0	4,010,800
03 - Operating Expenses	18,600	15,500	15,500	2,500	0	52,100
C30RU0 - Department of Information Tech	1,239,800	1,033,200	1,033,200	756,700	0	4,062,900

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Commonwealth of Kentucky
Revised Allotments by Object Type

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RV0 - Dept of Property Valuation						
NBK - Non_Breakdown	630,600	525,500	525,500	420,400	0	2,102,000
01 - Personnel	1,314,500	1,095,400	1,095,400	866,400	0	4,371,700
03 - Operating Expenses	107,100	89,200	61,600	0	0	257,900
C30RV0 - Dept of Property Valuation	2,052,200	1,710,100	1,682,500	1,286,800	0	6,731,600

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Commonwealth of Kentucky
Revised Allotments by Object Type

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RW0 - Department Of Law						
NBK - Non_Breakdown	110,900	92,400	92,400	74,000	0	369,700
01 - Personnel	3,094,800	2,579,000	2,579,000	1,767,300	0	10,020,100
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
C30RW0 - Department Of Law	3,301,000	2,750,800	2,750,800	1,904,700	0	10,707,300
Grand Total	21,668,100	18,044,200	18,016,600	10,922,700	0	68,651,600

Commonwealth of Kentucky
Revised Allotments by Program

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RS0 - Office Of Secretary						
<i>0100 - General Fund</i>						
01 - Personnel	1,327,400	1,106,100	1,106,100	869,900	0	4,409,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	1,009,700	0	15,244,200
<i>0100 - General Fund</i>	<i>6,665,300</i>	<i>5,554,400</i>	<i>5,554,400</i>	<i>1,879,600</i>	<i>0</i>	<i>19,653,700</i>
<i>1300 - Agency Revenue Fund</i>						
NBK - Non_Breakdown	10,500	8,800	8,800	6,900	0	35,000
<i>1300 - Agency Revenue Fund</i>	<i>10,500</i>	<i>8,800</i>	<i>8,800</i>	<i>6,900</i>	<i>0</i>	<i>35,000</i>
C30RS0 - Office Of Secretary	6,675,800	5,563,200	5,563,200	1,886,500	0	19,688,700

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Commonwealth of Kentucky
Revised Allotments by Program

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RT0 - Dept Of Tax Administration						
0100 - General Fund						
01 - Personnel	7,295,700	6,079,800	6,079,800	4,546,700	0	24,002,000
03 - Operating Expenses	340,700	283,900	283,900	42,700	0	951,200
0100 - General Fund	7,636,400	6,363,700	6,363,700	4,589,400	0	24,953,200
1200 - Federal Fund						
NBK - Non_Breakdown	15,100	0	0	0	0	15,100
1200 - Federal Fund	15,100	0	0	0	0	15,100
1100 - Road Fund						
NBK - Non_Breakdown	339,600	283,000	283,000	226,400	0	1,132,000
1100 - Road Fund	339,600	283,000	283,000	226,400	0	1,132,000
1300 - Agency Revenue Fund						
NBK - Non_Breakdown	408,200	340,200	340,200	272,200	0	1,360,800
1300 - Agency Revenue Fund	408,200	340,200	340,200	272,200	0	1,360,800
C30RT0 - Dept Of Tax Administration	8,399,300	6,986,900	6,986,900	5,088,000	0	27,461,100

**Commonwealth of Kentucky
Revised Allotments by Program**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RU0 - Department of Information Tech						
<i>0100 - General Fund</i>						
01 - Personnel	1,221,200	1,017,700	1,017,700	754,200	0	4,010,800
03 - Operating Expenses	18,600	15,500	15,500	2,500	0	52,100
<i>0100 - General Fund</i>	<i>1,239,800</i>	<i>1,033,200</i>	<i>1,033,200</i>	<i>756,700</i>	<i>0</i>	<i>4,062,900</i>
C30RU0 - Department of Information Tech	1,239,800	1,033,200	1,033,200	756,700	0	4,062,900

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**Commonwealth of Kentucky
Revised Allotments by Program**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RV0 - Dept of Property Valuation						
0100 - General Fund						
01 - Personnel	1,314,500	1,095,400	1,095,400	866,400	0	4,371,700
03 - Operating Expenses	107,100	89,200	61,600	0	0	257,900
0100 - General Fund	1,421,600	1,184,600	1,157,000	866,400	0	4,629,600
1100 - Road Fund						
NBK - Non_Breakdown	85,800	71,500	71,500	57,200	0	286,000
1100 - Road Fund	85,800	71,500	71,500	57,200	0	286,000
1300 - Agency Revenue Fund						
NBK - Non_Breakdown	544,800	454,000	454,000	363,200	0	1,816,000
1300 - Agency Revenue Fund	544,800	454,000	454,000	363,200	0	1,816,000
C30RV0 - Dept of Property Valuation	2,052,200	1,710,100	1,682,500	1,286,800	0	6,731,600

**Commonwealth of Kentucky
Revised Allotments by Program**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RW0 - Department Of Law						
0100 - General Fund						
01 - Personnel	3,094,800	2,579,000	2,579,000	1,767,300	0	10,020,100
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
0100 - General Fund	3,190,100	2,658,400	2,658,400	1,830,700	0	10,337,600
1300 - Agency Revenue Fund						
NBK - Non_Breakdown	110,900	92,400	92,400	74,000	0	369,700
1300 - Agency Revenue Fund	110,900	92,400	92,400	74,000	0	369,700
C30RW0 - Department Of Law	3,301,000	2,750,800	2,750,800	1,904,700	0	10,707,300
Grand Total	21,668,100	18,044,200	18,016,600	10,922,700	0	68,651,600

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**Commonwealth of Kentucky
Revised Allotments Gen Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RS0 - Office Of Secretary						
0100 - General Fund						
01 - Personnel	1,327,400	1,106,100	1,106,100	869,900	0	4,409,500
03 - Operating Expenses	5,337,900	4,448,300	4,448,300	1,009,700	0	15,244,200
0100 - General Fund	6,665,300	5,554,400	5,554,400	1,879,600	0	19,653,700
C30RS0 - Office Of Secretary	6,665,300	5,554,400	5,554,400	1,879,600	0	19,653,700

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Revised Allotments Gen Fund

**Commonwealth of Kentucky
Revised Allotments Gen Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RT0 - Dept Of Tax Administration						
<i>0100 - General Fund</i>						
01 - Personnel	7,295,700	6,079,800	6,079,800	4,546,700	0	24,002,000
03 - Operating Expenses	340,700	283,900	283,900	42,700	0	951,200
<i>0100 - General Fund</i>	7,636,400	6,363,700	6,363,700	4,589,400	0	24,953,200
C30RT0 - Dept Of Tax Administration	7,636,400	6,363,700	6,363,700	4,589,400	0	24,953,200

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**Commonwealth of Kentucky
Revised Allotments Gen Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RU0 - Department of Information Tech						
<i>0100 - General Fund</i>						
01 - Personnel	1,221,200	1,017,700	1,017,700	754,200	0	4,010,800
03 - Operating Expenses	18,600	15,500	15,500	2,500	0	52,100
<i>0100 - General Fund</i>	<i>1,239,800</i>	<i>1,033,200</i>	<i>1,033,200</i>	<i>756,700</i>	<i>0</i>	<i>4,062,900</i>
C30RU0 - Department of Information Tech	1,239,800	1,033,200	1,033,200	756,700	0	4,062,900

**Commonwealth of Kentucky
Revised Allotments Gen Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RV0 - Dept of Property Valuation						
<i>0100 - General Fund</i>						
01 - Personnel	1,314,500	1,095,400	1,095,400	866,400	0	4,371,700
03 - Operating Expenses	107,100	89,200	61,600	0	0	257,900
<i>0100 - General Fund</i>	<i>1,421,600</i>	<i>1,184,600</i>	<i>1,157,000</i>	<i>866,400</i>	<i>0</i>	<i>4,629,600</i>
C30RV0 - Dept of Property Valuation	1,421,600	1,184,600	1,157,000	866,400	0	4,629,600

**Commonwealth of Kentucky
Revised Allotments Gen Fund**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RW0 - Department Of Law						
<i>0100 - General Fund</i>						
01 - Personnel	3,094,800	2,579,000	2,579,000	1,767,300	0	10,020,100
03 - Operating Expenses	95,300	79,400	79,400	63,400	0	317,500
<i>0100 - General Fund</i>	<i>3,190,100</i>	<i>2,658,400</i>	<i>2,658,400</i>	<i>1,830,700</i>	<i>0</i>	<i>10,337,600</i>
C30RW0 - Department Of Law	3,190,100	2,658,400	2,658,400	1,830,700	0	10,337,600
Grand Total	20,153,200	16,794,300	16,766,700	9,922,800	0	63,637,000

Commonwealth of Kentucky
Revised Approp by Fund

	Appropriation Revised Total FY 01-02
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C30RR - Revenue Cabinet	
0100 - General Fund	
APPROP - Appropriation	63,637,000
0100 - General Fund	63,637,000
1200 - Federal Fund	
APPROP - Appropriation	15,100
1200 - Federal Fund	15,100
1100 - Road Fund	
APPROP - Appropriation	1,418,000
1100 - Road Fund	1,418,000
1300 - Agency Revenue Fund	
APPROP - Appropriation	3,581,500
1300 - Agency Revenue Fund	3,581,500
C30RR - Revenue Cabinet	68,651,600
Grand Total	68,651,600

Commonwealth of Kentucky
Revised General Fund Allotments by Object

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RS0 - Office Of Secretary						
0100 - General Fund						
<i>B001 - Regular Allotment</i>						
TOTALLT - Total Allotment	6,665,300	5,554,400	5,554,400	4,443,500	0	22,217,600
<i>B001 - Regular Allotment</i>	6,665,300	5,554,400	5,554,400	4,443,500	0	22,217,600
<i>B009 - Budget Reduction Allot Rev.</i>						
TOTALLT - Total Allotment	0	0	0	(2,563,900)	0	(2,563,900)
<i>B009 - Budget Reduction Allot Rev.</i>	0	0	0	(2,563,900)	0	(2,563,900)
0100 - General Fund	6,665,300	5,554,400	5,554,400	1,879,600	0	19,653,700
C30RS0 - Office Of Secretary	6,665,300	5,554,400	5,554,400	1,879,600	0	19,653,700

Commonwealth of Kentucky
Revised General Fund Allotments by Object

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RT0 - Dept Of Tax Administration						
0100 - General Fund						
<i>B001 - Regular Allotment</i>						
TOTALLT - Total Allotment	7,636,400	6,363,700	6,363,700	5,090,900	0	25,454,700
<i>B001 - Regular Allotment</i>	7,636,400	6,363,700	6,363,700	5,090,900	0	25,454,700
<i>B009 - Budget Reduction Allot Rev.</i>						
TOTALLT - Total Allotment	0	0	0	(501,500)	0	(501,500)
<i>B009 - Budget Reduction Allot Rev.</i>	0	0	0	(501,500)	0	(501,500)
0100 - General Fund	7,636,400	6,363,700	6,363,700	4,589,400	0	24,953,200
C30RT0 - Dept Of Tax Administration	7,636,400	6,363,700	6,363,700	4,589,400	0	24,953,200

Commonwealth of Kentucky
Revised General Fund Allotments by Object

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RU0 - Department of Information Tech						
0100 - General Fund						
<i>B001 - Regular Allotment</i>						
TOTALLT - Total Allotment	1,239,800	1,033,200	1,033,200	826,700	0	4,132,900
<i>B001 - Regular Allotment</i>	1,239,800	1,033,200	1,033,200	826,700	0	4,132,900
<i>B009 - Budget Reduction Allot Rev.</i>						
TOTALLT - Total Allotment	0	0	0	(70,000)	0	(70,000)
<i>B009 - Budget Reduction Allot Rev.</i>	0	0	0	(70,000)	0	(70,000)
0100 - General Fund	1,239,800	1,033,200	1,033,200	756,700	0	4,062,900
C30RU0 - Department of Information Tech	1,239,800	1,033,200	1,033,200	756,700	0	4,062,900

Commonwealth of Kentucky
Revised General Fund Allotments by Object

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RV0 - Dept of Property Valuation						
0100 - General Fund						
<i>B001 - Regular Allotment</i>						
TOTALLT - Total Allotment	1,421,600	1,184,600	1,184,600	947,800	0	4,738,600
<i>B001 - Regular Allotment</i>	1,421,600	1,184,600	1,184,600	947,800	0	4,738,600
<i>B009 - Budget Reduction Allot Rev.</i>						
TOTALLT - Total Allotment	0	0	(27,600)	(81,400)	0	(109,000)
<i>B009 - Budget Reduction Allot Rev.</i>	0	0	(27,600)	(81,400)	0	(109,000)
0100 - General Fund	1,421,600	1,184,600	1,157,000	866,400	0	4,629,600
C30RV0 - Dept of Property Valuation	1,421,600	1,184,600	1,157,000	866,400	0	4,629,600

Commonwealth of Kentucky
Revised General Fund Allotments by Object

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
C30RW0 - Department Of Law						
0100 - General Fund						
<i>B001 - Regular Allotment</i>						
TOTALLT - Total Allotment	3,190,100	2,658,400	2,658,400	2,126,500	0	10,633,400
<i>B001 - Regular Allotment</i>	3,190,100	2,658,400	2,658,400	2,126,500	0	10,633,400
<i>B009 - Budget Reduction Allot Rev.</i>						
TOTALLT - Total Allotment	0	0	0	(295,800)	0	(295,800)
<i>B009 - Budget Reduction Allot Rev.</i>	0	0	0	(295,800)	0	(295,800)
0100 - General Fund	3,190,100	2,658,400	2,658,400	1,830,700	0	10,337,600
C30RW0 - Department Of Law	3,190,100	2,658,400	2,658,400	1,830,700	0	10,337,600
Grand Total	20,153,200	16,794,300	16,766,700	9,922,800	0	63,637,000

Commonwealth of Kentucky
Revised Gen Fund Approp

	Appropriation Revised Total FY 01-02
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C30RR - Revenue Cabinet	
<i>0100 - General Fund</i>	
APPROP - Appropriation	63,637,000
<i>0100 - General Fund</i>	63,637,000
C30RR - Revenue Cabinet	63,637,000
Grand Total	63,637,000

**Commonwealth of Kentucky
Revised Tobacco Fund Allotments**

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
GOVAJ0 - Agric Devel - Statewide Phase I						
6350 - Tobacco Settlement Agreement Fund						
<i>B011 - Tobacco Settlement - I</i>						
TOTALLT - Total Allotment	2,600,000	0	9,750,000	16,414,500	0	28,764,500
<i>B011 - Tobacco Settlement - I</i>	2,600,000	0	9,750,000	16,414,500	0	28,764,500
6350 - Tobacco Settlement Agreeemer	2,600,000	0	9,750,000	16,414,500	0	28,764,500
GOVAJ0 - Agric Devel - Statewide Phase I	2,600,000	0	9,750,000	16,414,500	0	28,764,500

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Revised Tobacco Fd Allots.

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Commonwealth of Kentucky
Revised Tobacco Fund Allotments

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
GOVAK0 - Agric Devel - Counties Phase I						
6350 - Tobacco Settlement Agreement Fund						
<i>B011 - Tobacco Settlement - I</i>						
TOTALLT - Total Allotment	1,400,000	0	5,250,000	8,838,500	0	15,488,500
<i>B011 - Tobacco Settlement - I</i>	1,400,000	0	5,250,000	8,838,500	0	15,488,500
6350 - Tobacco Settlement Agreeemer	1,400,000	0	5,250,000	8,838,500	0	15,488,500
GOVAK0 - Agric Devel - Counties Phase I	1,400,000	0	5,250,000	8,838,500	0	15,488,500
Grand Total	4,000,000	0	15,000,000	25,253,000	0	44,253,000

Commonwealth of Kentucky
Statewide General Fund Cont Approp Allotments

	Appropriation	Allotment
	Revised Total	Revised Total
	FY 01-02	FY 01-02
<hr/>		
005AA - General Assembly		
A002 - Continued Appropriation		
<i>0100 - General Fund</i>		
APPROP - Appropriation	12,541,042	0
<i>0100 - General Fund</i>	12,541,042	0
A002 - Continued Appropriation	12,541,042	0
005AA - General Assembly	12,541,042	0

Commonwealth of Kentucky
Statewide General Fund Cont Approp Allotments

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AA0 - G.A.-Regular Sessions		
B002 - Continued Allotment		
0100 - General Fund		
TOTALLT - Total Allotment	0	12,403,557
0100 - General Fund	0	12,403,557
B002 - Continued Allotment	0	12,403,557
005AA0 - G.A.-Regular Sessions	0	12,403,557

Commonwealth of Kentucky
Statewide General Fund Cont Approp Allotments

	Appropriation	Allotment
	Revised Total	Revised Total
	FY 01-02	FY 01-02
<hr/>		
005AEC - G.A.-Ky Legislative Ethics Com		
B002 - Continued Allotment		
0100 - General Fund		
TOTALLT - Total Allotment	0	59,480
0100 - General Fund	0	59,480
B002 - Continued Allotment	0	59,480
005AEC - G.A.-Ky Legislative Ethics Com	0	59,480

Commonwealth of Kentucky
Statewide Cont Approp Allotments by Fund

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AA - General Assembly		
A002 - Continued Appropriation		
0100 - General Fund		
APPROP - Appropriation	12,541,042	0
0100 - General Fund	12,541,042	0
1300 - Agency Revenue Fund		
APPROP - Appropriation	437,814	0
1300 - Agency Revenue Fund	437,814	0
A002 - Continued Appropriation	12,978,856	0
005AA - General Assembly	12,978,856	0

Commonwealth of Kentucky
Statewide Cont Approp Allotments by Fund

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AA0 - G.A.-Regular Sessions		
B002 - Continued Allotment		
0100 - General Fund		
TOTALLT - Total Allotment	0	12,403,557
0100 - General Fund	0	12,403,557
B002 - Continued Allotment	0	12,403,557
005AA0 - G.A.-Regular Sessions	0	12,403,557

Commonwealth of Kentucky
Statewide Cont Approp Allotments by Fund

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AEC - G.A.-Ky Legislative Ethics Com		
B002 - Continued Allotment		
0100 - General Fund		
TOTALLT - Total Allotment	0	59,480
0100 - General Fund	0	59,480
1300 - Agency Revenue Fund		
TOTALLT - Total Allotment	0	189,661
1300 - Agency Revenue Fund	0	189,661
B002 - Continued Allotment	0	249,141
005AEC - G.A.-Ky Legislative Ethics Com	0	249,141

Commonwealth of Kentucky
Statewide General Fund Reducts.Approp Allotments

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AA - General Assembly		
A009 - Budget Reduction Approp Rev		
0100 - General Fund		
APPROP - Appropriation	(2,028,200)	0
0100 - General Fund	(2,028,200)	0
A009 - Budget Reduction Approp Rev	(2,028,200)	0
005AA - General Assembly	(2,028,200)	0

Commonwealth of Kentucky
Statewide General Fund Reducts.Approp Allotments

	Appropriation	Allotment
	Revised Total	Revised Total
	FY 01-02	FY 01-02
005AA0 - G.A.-Regular Sessions		
B009 - Budget Reduction Allot Rev.		
0100 - General Fund		
TOTALLT - Total Allotment	0	(2,028,200)
0100 - General Fund	0	(2,028,200)
B009 - Budget Reduction Allot Rev.	0	(2,028,200)
005AA0 - G.A.-Regular Sessions	0	(2,028,200)

Commonwealth of Kentucky
Statewide General Fund Reducts.Approp _Allotments

	Appropriation	Allotment
	Revised Total	Revised Total
	FY 01-02	FY 01-02
<hr/>		
025CC - Court Fac Use Allow Cont Fund		
A009 - Budget Reduction Approp Rev		
<i>0100 - General Fund</i>		
APPROP - Appropriation	(450,000)	0
<i>0100 - General Fund</i>	(450,000)	0
A009 - Budget Reduction Approp Rev	(450,000)	0
025CC - Court Fac Use Allow Cont Fund	(450,000)	0

Commonwealth of Kentucky
Surplus Plan Gen Fund Appropriations

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AA - General Assembly		
0100 - General Fund	23,825,142	0
005AA - General Assembly	23,825,142	0

**Commonwealth of Kentucky
Surplus Plan Gen Fund Appropriations**

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AA0 - G.A.-Regular Sessions		
0100 - General Fund	0	45,611,314
005AA0 - G.A.-Regular Sessions	0	45,611,314

**Commonwealth of Kentucky
Surplus Plan Gen Fund Appropriations**

	Appropriation Revised Total FY 01-02	Allotment Revised Total FY 01-02
005AEC - G.A.-Ky Legislative Ethics Com		
0100 - General Fund	0	852,960
005AEC - G.A.-Ky Legislative Ethics Com	0	852,960

Commonwealth of Kentucky
Statewide Revd General Fund Allotments by Object

	Allotment Qtr 1 Revised FY 01-02	Allotment Qtr 2 Revised FY 01-02	Allotment Qtr 3 Revised FY 01-02	Allotment Qtr 4 Revised FY 01-02	Unallotted Revised FY 01-02	Allotment Revised Total FY 01-02
0100 - General Fund						
STATE - Commonwealth Of Kentucky						
<i>B001 - Regular Allotment</i>						
TOTALLT - Total Allotment	2,492,152,282	1,730,537,932	1,624,365,825	1,374,463,061	3,174,200	7,224,693,300
<i>B001 - Regular Allotment</i>	2,492,152,282	1,730,537,932	1,624,365,825	1,374,463,061	3,174,200	7,224,693,300
<i>B002 - Continued Allotment</i>						
TOTALLT - Total Allotment	146,349,604	0	855,100	0	0	147,204,704
<i>B002 - Continued Allotment</i>	146,349,604	0	855,100	0	0	147,204,704
<i>B003 - Special Allotment</i>						
TOTALLT - Total Allotment	0	0	0	644,800	0	644,800
<i>B003 - Special Allotment</i>	0	0	0	644,800	0	644,800
<i>B004 - Revision Due to Reorganization</i>						
TOTALLT - Total Allotment	(549,000)	4,861,334	(2,156,167)	(2,156,167)	0	0
<i>B004 - Revision Due to Reorganiza</i>	(549,000)	4,861,334	(2,156,167)	(2,156,167)	0	0
<i>B005 - Nec Gov't Expense Allotment</i>						
TOTALLT - Total Allotment	5,230,100	2,835,009	3,095,700	500,000	0	11,660,809
<i>B005 - Nec Gov't Expense Allotmer</i>	5,230,100	2,835,009	3,095,700	500,000	0	11,660,809
<i>B009 - Budget Reduction Allot Rev.</i>						
TOTALLT - Total Allotment	(12,020,527)	(53,811,210)	(29,859,000)	(129,830,639)	0	(225,521,376)
<i>B009 - Budget Reduction Allot Rev.</i>	(12,020,527)	(53,811,210)	(29,859,000)	(129,830,639)	0	(225,521,376)
<i>B010 - Other Allotment Revision</i>						

Commonwealth of Kentucky
Statewide Revd General Fund Allotments by Object

	Appropriation Revised Total FY 01-02
GEN - General Fund	
STATE - Commonwealth Of Kentucky	
A001 - Regular Appropriation	
APPROP - Appropriation	7,225,293,300
A001 - Regular Appropriation	7,225,293,300
A002 - Continued Appropriation	
APPROP - Appropriation	456,192,048
A002 - Continued Appropriation	456,192,048
A003 - Special Appropriation	
APPROP - Appropriation	644,800
A003 - Special Appropriation	644,800
A004 - Revision Due to Reorganization	
APPROP - Appropriation	0
A004 - Revision Due to Reorganiza	0
A005 - Nec. Gov't Expense Approp.	
APPROP - Appropriation	11,660,809
A005 - Nec. Gov't Expense Approp.	11,660,809
A007 - Approp - Surplus Expend Plan	
APPROP - Appropriation	182,520
A007 - Approp - Surplus Expend Pl.	182,520
A009 - Budget Reduction Approp Rev	
APPROP - Appropriation	(377,538,376)
A009 - Budget Reduction Approp R	(377,538,376)
A010 - Other Appropriation Revision	
APPROP - Appropriation	9,120,000
A010 - Other Appropriation Revisio	9,120,000
STATE - Commonwealth Of Kentucky	7,325,555,101
GEN - General Fund	7,325,555,101

Commonwealth of Kentucky
Statewide Revd General Fund Allotments by Object

		Appropriation Revised Total FY 01-02
FED - Federal Funds		
STATE - Commonwealth Of Kentucky		
A001 - Regular Appropriation		
APPROP - Appropriation		4,775,028,200
A001 - Regular Appropriation		4,775,028,200
A002 - Continued Appropriation		
APPROP - Appropriation		582,373,467
A002 - Continued Appropriation		582,373,467
A004 - Revision Due to Reorganization		
APPROP - Appropriation		0
A004 - Revision Due to Reorganiza		0
A010 - Other Appropriation Revision		
APPROP - Appropriation		369,966,483
A010 - Other Appropriation Revisio		369,966,483
STATE - Commonwealth Of Kentucky		5,727,368,150
FED - Federal Funds		5,727,368,150

Commonwealth of Kentucky
Statewide Revd General Fund Allotments by Object

		Appropriation Revised Total FY 01-02
ROAD - Road Fund		
STATE - Commonwealth Of Kentucky		
<i>A001 - Regular Appropriation</i>		
APPROP - Appropriation		1,164,902,600
<i>A001 - Regular Appropriation</i>		<i>1,164,902,600</i>
<i>A002 - Continued Appropriation</i>		
APPROP - Appropriation		623,531,335
<i>A002 - Continued Appropriation</i>		<i>623,531,335</i>
<i>A004 - Revision Due to Reorganization</i>		
APPROP - Appropriation		0
<i>A004 - Revision Due to Reorganiza</i>		<i>0</i>
<i>A007 - Approp - Surplus Expend Plan</i>		
APPROP - Appropriation		7,392,966
<i>A007 - Approp - Surplus Expend Pl</i>		<i>7,392,966</i>
<i>A009 - Budget Reduction Approp Rev</i>		
APPROP - Appropriation		(121,484,600)
<i>A009 - Budget Reduction Approp R</i>		<i>(121,484,600)</i>
STATE - Commonwealth Of Kentucky		1,674,342,301
ROAD - Road Fund		1,674,342,301

Commonwealth of Kentucky
Statewide Revd General Fund Allotments by Object

	Appropriation Revised Total FY 01-02
REST - Restricted Funds	
STATE - Commonwealth Of Kentucky	
<i>A001 - Regular Appropriation</i>	
APPROP - Appropriation	3,507,169,900
<i>A001 - Regular Appropriation</i>	3,507,169,900
<i>A002 - Continued Appropriation</i>	
APPROP - Appropriation	229,681,778
<i>A002 - Continued Appropriation</i>	229,681,778
<i>A004 - Revision Due to Reorganization</i>	
APPROP - Appropriation	0
<i>A004 - Revision Due to Reorganiza</i>	0
<i>A010 - Other Appropriation Revision</i>	
APPROP - Appropriation	196,508,058
<i>A010 - Other Appropriation Revision</i>	196,508,058
STATE - Commonwealth Of Kentucky	3,933,359,736
REST - Restricted Funds	3,933,359,736
Grand Total	18,660,625,288